

Request for Quotes (RFQ)
Workforce Innovation and Opportunity Act
Temporary Assistance for Needy Families (TANF) Youth

Request for Proposal Issue Date 10/3/2025
Bidders Conference Questions Deadline 10/10/2025
Bidders Conference 10/14/2025
Notice of Intent Due 10/17/2025
Proposals Due 10/30/2025
Evaluations 11/10/2025-11/13/2025
Anticipated Award Notification 12/18/2025 Anticipated
Contract Start 01/01/2026

The U.S. Department of Human Services supports Temporary Assistance for Needy Families (TANF) programs.

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.

SCPa Works Vision 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 has branded a region where all residents have the opportunity for prosperity through the cultivation and establishment of nationally recognized initiatives across all aspects of workforce development. SCPa Works' mission is to unlock the human talent that drives the development of businesses and individuals to achieve common goals.

SCPa Works serves as the fiscal agent in funding results-driven employment and training programs across the region that increase the scope of job seekers in obtaining new skills and career opportunities while allowing businesses to accelerate business growth potential through building effective talent pipelines that meet workforce demands. SCPa Works operates six PA CareerLink® sites that serve tens of thousands of Pennsylvania residents each year, representing an annual workforce investment of nearly \$14M into employment and training programs for youth and adults across South Central PA.

SCPa Works identifies diverse job seekers who match employment and training opportunities most effectively through maintaining a dedicated commitment to several key values that guide the administration of workforce development systems. The following values are embedded in SCPa Works' integrated programming, 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

SCPa Works is dedicated to the development of effective strategies that result in the provision of services to those most in need and 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 job seekers to career pathways and 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 inclusion (DEI) frameworks into every aspect of SCPa Works' business model and investments.

Statement of Purpose

SCPa Works seeks a results-driven provider to administer the delivery of Temporary Assistance for Needy Families (TANF) Youth Development Program (YDP) (herein referred to as TANF Youth) services throughout the eight-county South Central Pennsylvania region. The selected

provider(s) will partner within the PA CareerLink® system. The focus of this project is grounded in the creation and implementation of workforce development strategies that reach youth populations within communities and local youth-based organizations and institutions. Integrated, solution-based strategies, coupled with public positioning, are key to the success of this project. The selected provider(s) will create engaging program design models and address the holistic needs of this ever-evolving client base.

The quantified expectation of this grant opportunity is to serve and place youth participants ages 14-24 with work-based learning employers or training providers for six weeks. The work-based learning opportunities provide experience in high-priority occupations, intending to expand youth responsibilities, skill sets, and general confidence within the chosen field of interest.

The TANF Youth service provider will illustrate a dedicated performance in developing and delivering quantifiable outreach strategies and services to youth populations throughout the South Central PA region. The chosen provider or providers will ensure that enrollment documents are obtained for onboarding while engaging youth participants in designated programming, including the provision of workforce development activities prior to the start of the formal, work-based learning placements. SCPa Works requires contracted service providers to consistently accelerate the implementation of innovative, solution-based concepts to ensure that youth participants are equipped for success when matched with employers and training providers. SCPa Works maintains a stringent expectation that all TANF Youth participants remain successfully engaged in work-based programming through to the pre-established end date of program completion.

Key Applicant Documents

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

- [TANF Youth Development Program Manual](#)
- [SCPa Works Paid Work Experience Policy](#)
- [Pennsylvania Child Labor Laws](#)
- [Commonwealth Office of Equal Opportunity](#)
- [Commonwealth Compliance, Laws, and Regulations \(Department of Labor & Industry\)](#)
- [Pennsylvania Dept of Labor and Industry Workforce System Policies](#)
- [SCPa Works Local and Regional Plans](#)
- [14 WIOA Youth Program Elements](#)
- [TANF YDP Data Entry into CWDS](#)

Project Objectives Overview

- Deliver meaningful, accessible, and streamlined outreach, resulting in youth and parent orientation for enrollment into the Summer EARN and Learn Program.
- Provide high-quality case management that results in participant program engagement and goal achievement.
- Connect participants with exposure to high-priority occupations, address youth needs, and continue to focus on long-term goal-setting and achievement.

Award Terms

- *Duration of Contract:* January 1, 2026 - June 30, 2026
- *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 TANF Youth contract, serving 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 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 RFQ and which constitute a breach of this agreement.
- *Indemnification and Insurance:* Except as otherwise approved by SCPa Works in writing, the following provisions shall apply to every policy of insurance that the provider is required hereunder to carry:
 - A. The form, amount, and coverage of each policy, and the insurer under each policy, which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Insurance Company Rating Organization);
 - B. The provider shall require each insurance carrier to deliver its certificate of insurance to SCPa Works and any other party designated by SCPa Works, certifying the applicable insurance provisions herein required;
 - i. Upon the execution hereof, and
 - ii. At any other time, upon SCPa Works' request;
 - C. At least thirty (30) days prior to the expiration of each policy, the provider shall provide SCPa Works with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal, cancellation, or material change in coverage, a sixty (60) day 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 insurer on all policies, except workers' compensation and professional liability; and
- F. The abovementioned requirements also apply to any provider-hired sub-providers operating under this contract.

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

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

Insurance Requirements (includes participants in paid work activities)

General Liability:	\$2,000,000 General Aggregate
	\$2,000,000 Products-Completed Operations Aggregate
	\$1,000,000 Personal & Advertising Injury
	\$1,000,000 Each Occurrence
	\$5,000 Medical Expense (any one person)
Auto Liability:	\$1,000,000 Combined Single Limit
Workers' Compensation:	Statutory
Employers' Liability:	Bodily Injury by Accident \$500,000.00 Each Accident
Bodily Injury by Disease:	\$500,000.00 Each Employee
Bodily Injury by Disease:	\$1,000,000.00 Policy Limit
Umbrella Liability:	\$1,000,000
Professional Liability:	\$1,000,000

Scope of Work

Purpose

The purpose of this Request for Quotes (RFQ) is to seek and identify a qualified TANF Youth provider or providers to improve the outreach and service delivery to the SCPa Works regional TANF Youth population and to embrace SCPa Works' values in all facets of business operations, brand consistency, financial strategy, consumer insight development, and optimal service delivery. The service provider will ensure compliance with all TANF Youth regulations, improving performance monitoring, participant engagement, and enhancing customer satisfaction. The goal is to improve enrollment numbers and provide meaningful, high-priority, work-based learning opportunities for the target population.

The South-Central Workforce Investment Board requests proposals from dedicated, community-based agencies to provide TANF Youth services across the South-Central Pennsylvania region. This grant offering is a unique opportunity for multiple organizations to collaborate in delivering place-based workforce development solutions that truly meet youth where youth exist

geographically, developmentally, and emotionally. The total funding to serve all eight counties will be up to \$550,000. Multiple proposals will be awarded for niche services. The highest total amount awarded per service provider will be \$120,000.

Services to be Provided

TANF Youth providers must incorporate the following 14 WIOA Youth Program Elements into the TANF Youth Development Programming so that all programming aligns with the TANF Statewide Plan. When a WIOA Youth element is not readily available to a youth participant through the actual work experience opportunity, the TANF Youth provider must ensure the availability of the elements via referrals or through workforce development partnerships within the region.

14 WIOA Youth Program Elements:

- [Tutoring, Study Skills Training, Instruction, and Dropout Prevention](#) activities that lead to completion of a high school diploma or recognized equivalent.
- [Alternative Secondary School 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 combining workforce preparation, basic academic skills, and occupational skills, which occurs prior to the work-based learning opportunity.
- [Leadership Development Opportunities](#) encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.
- [Supportive Services](#) enable an individual to participate in TANF activities.
- [Adult Mentoring](#) is a formal relationship between a youth participant and an adult mentor that involves structured activities. The mentor offers guidance, support, and encouragement to the youth.
- [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 to achieve long-term financial stability.
- [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 this RFQ aims to serve comprises eligible TANF Youth individuals within the designated eight-county region.

Geographical Considerations

While there is no expectation that the provider will operate programming in the PA CareerLink® brick-and-mortar locations, SCPa Works' goal is to create programming accessible and responsive to the needs of each marginalized community within the region. Therefore, the provider must embrace the Community Access Point model to ensure that staff can provide services in varying work locations to connect diverse clientele to employment and training opportunities.

Eligibility Determination and Compliance

It is the provider's sole responsibility to determine participant eligibility prior to the delivery of individualized, intensive workforce services. The provider is expected to work with community partners that refer individuals to PA CareerLink® services. The TANF Youth provider is responsible for collecting all participant information and documentation and communicating with the individual and community partners the status of the individual's eligibility and program status. The provider will be responsible for all costs determined to be unallowable due to the ineligibility of individuals or services.

The provider is responsible for ensuring all compliance requirements are met when determining eligibility, managing participant case files, and case management documentation in the Commonwealth Workforce Development System of Record (CWDS). The SCPa Works Programs and Compliance departments will review case files regularly. While SCPa Works will provide technical assistance and training, it is the expectation that the provider assumes primary responsibility for front-line staff training in all aspects of the TANF YDP Manual, applicable WIOA laws, PA Workforce System Policies, and TANF Youth program service delivery.

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 TANF Youth providers are not mandated partners in the PA CareerLink® workforce system. If the provider needs a location, the PA CareerLink® locations and Community Access Points are available working spaces for TANF Youth teams to operate and administer all aspects of program delivery. Clear communication, partnership, and responsiveness are necessary when interacting with mandated and non-mandated partners. The selected provider will be expected to work collaboratively with partners.

General Requirements

A. Legal Requirements

- Compliance with local, state, and federal regulations, including the Workforce Innovation and Opportunity Act (WIOA), TANF, Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) laws.

B. Staffing and Organizational Requirements

- SCPa Works' goal is to create programming that is accessible and responsive to the needs of the communities served. Therefore, it is vital that the provider thoroughly understands and embraces the Community Access Point model and ensures that staff members are mobile and agile in work locations.
- Staffing levels should be appropriate for the funding amount, and performance metrics should not be excessive.
- The provider is responsible for ensuring proper caseload ratios among staff while considering financial expectations and case fluctuation.
- Applicants must comply with the salary and bonus limitations established by Public Law 109-234 and as outlined in Training and Employment and Guidance Letter (TEGL) 5-06. Failure to comply with this limitation may result in disallowed costs that must be repaid to the fiscal agent. Additional information can be found at www.doleta.gov.
- Staff must be trained in human-centered design and trauma-informed care, focusing on working with Opportunity Youth and networks.

C. Monitoring and Oversight

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

D. Budget Requirements

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

Role of SCPa Works

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 outlined in this RFQ. SCPa Works will conduct oversight of case record files, execute regular reviews of worksites, work experience binders, and work experience activities, and monitor quantified performance metrics.

B. Technical Support

- **Guidance on Workforce Development Policies and Regulations:** SCPa Works will provide resources connected to federal, state, and local workforce system policies and regulations.
- **Data and Labor Market Information:** SCPa Works will provide 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 establish the strategic direction of workforce development initiatives within the region, including setting priorities, identifying target industries, and allocating resources.
- **Stakeholder Engagement and Partnership Building:** SCPa Works will engage stakeholders across the region, fostering collaboration and partnerships to support the overall workforce development ecosystem.

Performance Metrics and Contract Management

SCPa Works has identified an initial set of metrics to work with the selected service provider to monitor and improve programming throughout the duration of the contract. These metrics may evolve and be adjusted over time if needed. Final metrics will be determined based on the applicant's proposed scope of work. The service provider must meet all performance metrics under TANF YDP guidelines and those established by SCPa Works to include applicable WIOA guidance when necessary. The service provider must actively participate in meetings to discuss these performance metrics and provide relevant 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>
Enrollment Goal: <i>Provide a cohort of county-based enrollments</i>	AdHoc Reports and Outcomes Reports	Monthly	Service Provider
Participant Engagement <i>Quality and timely staff-assisted services entered</i>	AdHoc Reports/CWDS	Monthly	Service Provider and SCPa Works
ComplWorks-Based Learning Opportunities: <i>For the number of proposed individuals to be enrolled</i>	AdHoc Reports/CWDS, One Stop Operator Surveys	Quarterly	Service Provider and One-Stop Operator
Performance Outcomes <i>Achieving Enrollments, Placement in Work-Based Learning Opportunities, Placement in Employment, or return to education upon completion</i>	AdHoc Reports/CWDS	Monthly	Service Provider and SCPa Works

Performance Metrics and Contract Management

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

1. **Leadership Meetings:** SCP*a* Works hosts 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. **Participant File Reviews:** The Compliance and Programs departments at SCP*a* Works 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:** SCP*a* 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 RFQ underscores SCP*a* Works' commitment to fostering consistent communication, tracking progress, and promoting collaboration between SCP*a* Works and the selected service provider. Through these efforts,

SCP

a Works enforces contracted goals and maintains high service quality standards for underserved populations within the region's communities.

A. Communication and Reporting

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

B. Progress Tracking and Performance Metrics

- SCP
a Works and the selected provider will establish performance metrics and targets to measure the success of the contract and track progress toward achieving its goals.- The selected provider must consistently track and report on these performance metrics, using the data to inform service delivery improvements and course corrections as needed.

C. Collaboration and Course Corrections

- SCP
a Works will collaborate with the selected provider throughout the contract to address operational and administrative roadblocks and design course corrections.- SCP
a Works will schedule regular meetings, site visits, and 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 SCP
a Works to ensure the successful implementation of the contractual goals.

Submission Requirements

Submission Instructions

All applicants must adhere to the submission guidelines outlined below to ensure a fair and transparent process to avoid 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 end of the day on **October 30, 2025**.
- To be considered responsive, a proposal must meet all of the criteria outlined in Responsive. Failure to address all requirements of this RFQ, to provide required signatures, or to follow the instructions provided in this RFQ may result in the proposal not being accepted for consideration.

B. Helpful Tips for Developing a Successful Proposal

- Demonstrate the applicant organization's understanding of the scope of services and requirements outlined in the RFQ.

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

C. Procedures for Submitting Questions

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

Evaluation Criteria and Process

Evaluation Criteria: The provider selection will be based on the following criteria outlined in the proposal.

Service Delivery: The providers will exhibit the capacity to serve the SCPa Works region through the strategic development of staffing and the implementation of services for TANF Youth. The provider will demonstrate an innovative and dynamic approach to delivering strategic short-term workforce system services to marginalized youth populations within the South Central PA region so that long-term relationships with individuals and employers can be fostered following the completion of TANF-funded work experiences.

Method of Approach: The provider will document a proven track record in achieving objectives through a persistent and competitive drive to meet the standards of serving youth. The provider will be expected to overcome challenges unique to serving youth populations by implementing practical and viable solutions. The provider must exhibit proven success in leading exemplary service-based programming, effective relationship management, superior business acumen, and the capacity to lead full-spectrum service delivery programming from intake to job placement. In addition, the provider will demonstrate a dedicated commitment to consistently optimizing processes and identifying new ways of solving existing problems.

Equity and Economic Mobility Approach: The provider will play a critical role in bridging talent with opportunity through an expanded awareness of workforce system demands. The provider will describe a culturally competent staff capable of reaching youth in diversified urban and rural areas throughout South Central PA, and include validation of equity training that staff are mandated to complete regularly. The provider will demonstrate how organizational values and ethics contribute to the benefits of program services concerning the populations being served. The provider will submit examples of maintaining a commitment to serving those most in need of assistance. When confronted with potential changes to programming or service delivery issued by federal, state, or local guidance, the service provider will describe how feedback is received and how appropriate changes are made to benefit those served. The provider will illustrate a

capacity to partner with diversified and multicultural community organizations to holistically serve the targeted youth populations throughout the South Central PA region.

Budget and Resource Allocation: The provider will demonstrate a strategic and sensible cost allocation plan and the extensive fiscal management of federal and state-funded programs. The provider will illustrate the capacity to maximize funding through internal capabilities and partnerships with organizations and agencies throughout the communities in the region.

EVALUATION CRITERIA	% ALLOCATION
<u>Service Delivery</u> Describe the organization's approach to engaging and supporting youth in workforce development initiatives. Highlight any innovative strategies or programs tailored to this demographic. Detail the organization's experience designing and implementing career pathways programs for youth, focusing on alignment between training and local labor market demands, and facilitating career advancement opportunities. Explain how the organization will use dollars from this award to integrate wraparound support services, such as transportation assistance, documentation to work, and childcare, to address the all-encompassing needs of youth.	15%
<u>Method of Approach</u> 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 Paid Work Experience opportunities for the youth served? How will the organization conduct outreach initiatives targeting specific counties? Explain how the organization intends to collaborate with SCPa Works to ensure alignment with local workforce priorities and maximize the impact of services delivered. Include details on communication channels, coordination efforts, and joint planning processes. Discuss the organization's ability to adapt to changing circumstances and the evolving needs of youth. How does the organization maintain flexibility in changing program design and service delivery models? Highlight experiences where the organization has successfully adjusted strategies in response to unforeseen challenges in day-to-day administrative and operational initiatives.	35%

<u>Risk Assessment:</u> Is the organization new to operating and managing state or federal funds? Has the organization done so in the last five years? Describe the organizational structure and operational and fiscal controls. What is the number of the proposed amount of youth to be served?	15%
<u>Budget and Resource Allocation</u> Summarize the organization's proposed financial resource allocation plan for serving TANF-eligible youth. Outline the intention to distribute funds across program components such as education, training, supportive services, and administrative costs. Describe the 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 TANF youth.	35%

Contract Award

SCPaworks shall award multiple contracts to the responsible and responsive applicant(s) whose proposal is determined to provide the best overall value to SCPaworks regarding 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 SCPaworks' assessment of that proposal.

No portion of these services may be subcontracted without prior SCPaworks approval. The contract resulting from the award of this RFQ will consist of this RFQ (which includes SCPaworks 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 into an agreement with SCPaworks 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 SCPaworks policies, which shall comprise the terms and conditions of the award.

Timeline

Event	Dates
RFQ Issue Date:	October 3, 2025
Deadline for Bidders Conference Questions:	October 10, 2025
Bidders' Conference:	October 14, 2025
Notice of Intent Due:	October 17, 2025
Proposals Due:	October 30, 2025
Proposal Evaluations:	November 10 – November 14
Anticipated Contract Award Notification:	December 12, 2025
Contract Execution Date	January 1, 2026
Period of Performance	January 1, 2026 - June 30, 2026