



# Request for Proposals

## RFP 22-07 WIOA/TANF ISY PROGRAM

### Workforce Innovation & Opportunity Act (WIOA)/ Temporary Assistance for Needy Families (TANF) Funded In-School Youth (ISY) Program

**WIOA/TANF ISY Program: Contract Period July 1, 2023–June 30, 2025**  
**PLUS Follow-Up Services: *One year from date of exit of each participant from program***  
**Year-Round In-School Youth Programs**

**Program Proposal Due Date:** Monday, January 23, 2023, by 2 PM.

*Email copies to:*

Alice Colyar, Grant Manager  
County of Bucks, Department of Workforce & Economic Development  
Email: [amcolyar@buckscounty.org](mailto:amcolyar@buckscounty.org)

*Bidders' questions regarding the RFP package should be directed by to:*

Alice Colyar, Grant Manager  
County of Bucks, Department of Workforce and Economic Development  
Phone: 267-680-9467  
Email: [amcolyar@buckscounty.org](mailto:amcolyar@buckscounty.org)

This RFP is available in electronic format (PDF).  
To receive, please send a request to Alice Colyar, [amcolyar@buckscounty.org](mailto:amcolyar@buckscounty.org),  
or download a copy at [www.https://buckscounty.gov/575/Requests-for-Proposals](https://buckscounty.gov/575/Requests-for-Proposals).

The County of Bucks, Department of Workforce and Economic Development (WED) reserves the right to change any of the enclosed specifications as required by the Pennsylvania Department of Labor and Industry and/or the Pennsylvania Department of Public Welfare without prior notice to bidders. WED also reserves the right to reject any and all proposals in whole or in part and/or not award any of the proposals.

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## SECTION I: SYNOPSIS

### A. OVERVIEW

The Bucks County Department of Workforce and Economic Development (WED), is the entity designated by the Board of Bucks County Commissioners to act as the fiscal agent for the operation of Workforce Innovation and Opportunity Act (WIOA) Programs in Bucks County. As such, WED has also been designated by the Pennsylvania Department of Human Services to administer the WIOA/Temporary Assistance to Needy Families (TANF) funded In-School Youth Program in Bucks County.

The County of Bucks solicits qualified and experienced youth service providers interested in and capable of providing allowable subcontracted activities and services to eligible WIOA and/or TANF In-School Youth in Program Years 2023 and 2024 (7/1/23 through 6/30/25) with an option to renew annually for up to two years.

This solicitation is conducted with assistance from the WED Board Review Committee, pursuant to the requirements and conditions of the Department of Human Services in accordance with the Workforce Innovation and Opportunity Act (Public Law 105-220), enacted July 2014, the implementing regulations, and the Policies and Procedures of the Commonwealth of Pennsylvania.

The Youth programs will be operated in close cooperation/partnership with the PA CareerLink® Bucks County. The Youth programs may be operated within a school(s) in a Bucks County school district.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed and submit it without exception by 2 PM, on January 23, 2023, to the WED office at 1260 Almshouse Road, Doylestown, PA 18901.

The selected Contractor will be compensated with WIOA funds and/or TANF Youth funds. WED plans to fund a proposal that encompasses all requested activities and services for up to a twenty-four-month period; contract extensions for two additional years will be considered for a training provider who achieves **80% performance of the contractual Agreement** during the contracted period.

Please be advised: The level of funding has not been allocated as of the date of this RFP being released. The level of funding will be limited. All funding is contingent upon the availability of funds and continued state and federal authorization for program activities in Bucks County.

Contract award will only be made to Contractor who:

- Sign and adhere to certifications and regulations as described in the appendices.

- Are in compliance at the time of award and maintain compliance with all regulations of the Americans with Disabilities Act.
- Are in compliance at the time of award and maintain compliance with all fiscal regulations under the Single Audit Act.

Contractor must adhere to reporting and invoicing regulations as required by the Bucks County WED; notice is hereby given that failure to adhere to these requirements will result in the termination of any awarded contracts.

**Proposals that demonstrate the ability to provide services throughout the County either independently or through partnerships/subcontracts will be viewed more favorably.**

Please be advised that finalists may be asked to present their proposals to the Board Review Committee before a final award decision is made.

**STEVENS AMENDMENT STATEMENT**

The Stevens Amendment is an appropriations provision that requires grantees of the Department of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds. For program funding details in compliance with the Stevens Amendment, please visit <https://www.buckscounty.gov/1825/Stevens-Amendment>.

**B. CUSTOMERS TO BE SERVED**

The Bucks County WED provides funding to workforce investment activities that increase the employment, retention and earnings of participants, and increase occupational skill attainment by participants, which will improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Bucks County economy.

Accordingly, this solicitation shall be used to procure services for In-School Youth as described below.

**Eligible In-School Youth:** An In-School Youth is a young person currently enrolled in a public, private, or charter school.

- a) High School students in grades 11-12 and 19 years or younger (for this proposal), AND
- b) Has a Social Security Number, AND
- c) Is a Bucks County resident, or is enrolled in a Bucks County high school, AND
- d) Has (or will during the course of the program) completed Selective Service Registration, as applicable (A male who has reached his eighteenth birthday.), AND
- e) Meets the definition and provides documentation for ONE of the six elements of Low Income:

1. Cash Public Assistance OR Free/Reduced Lunch
  2. Family income at or below the poverty level or 70% of the Lower Living Standard
  3. Has received or was eligible to receive food stamps in the last six months
  4. Is homeless and has own income at or below the poverty level or 70% of the Lower Living Standard
  5. Is a public-supported foster child
  6. Is an individual with a disability AND
- f) Are within ONE or more of the following categories:
1. Basic Skills Deficient
  2. Homeless, a runaway, or a foster child;
  3. Pregnant or a parenting teen;
  4. An offender;
  5. An individual, including a youth with a disability (as defined by the ADA), who requires additional assistance to complete an educational program or to secure and hold employment.

## **C. DEFINITIONS**

### **1. Low-income:**

- Someone who receives or is a member of a family that receives cash payments under the federal, state, or local income-based public assistance program;
- Someone who received an income, or is a member of a family that received a total family income, for the six-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described above) and old-age and survivors' insurance benefits received under section 202 of the Social Security Act that, in relation to family size, does not exceed 70% of the lower living standard income level, for an equivalent period;
- Someone who is a member of the household that receives (or has been determined within the six-month period prior to the application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977;
- Someone who qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act;
- Someone who is a foster child on behalf of whom State or local government payments are made; in cases permitted by regulations promulgated by the Secretary of Labor, someone who is an individual with a disability whose own income meets the requirements of a program described in subparagraph (a) or of subparagraph (b), but who is a member of a family whose income does not meet such requirements.

**2. Basic Skills Deficient:** Defined by Federal regulation as computing, solving problems, reading, writing, or speaking English at or below the grade level of 8.0, or the inability to perform these functions at a level necessary to function on the job, in the individuals' family or in society.

**3. Enrollment:** Defined as consecutive participation of five days; participant is considered enrolled on the sixth day.

**4. One-Year of Follow-Up Services:** Defined as one year of follow-up case management, with a minimum of documented contact three, five, eight, and twelve months from the date of termination of participant from the program (not the end date of the Contract of 6/30/2025.)

## SECTION II: CONTRACT INFORMATION

### A. PERIOD OF CONTRACT

This request for proposals will cover July 1, 2023 through June 30, 2025. Up to a total of 24 months of programming may be offered for year-round Youth programs. This request for proposal will include follow-up services (that could occur post June 30, 2025) for each individual enrollee for a minimum of one year following the date of participant termination from the program.

**Please note: "Summer youth" activities are allowable within a structured year-round program.**

### B. ELIGIBLE APPLICANTS

Eligible applicants include for-profit and non-profit organizations, educational entities, community service providers, and/or accredited training providers with demonstrable ability and experience in designing, implementing, and administering successful workforce development programs targeted to youth customers.

### C. TYPE OF CONTRACT

If a contract is entered into as a result of this RFP, it will be considered a Contractor Cost Reimbursement/Performance Based Contract with a line-item budget.

This RFP and the selected agency's response will be incorporated by reference into any contract agreement. The Bucks County WED and Fiscal Agent may amend the budget to include a 15-20% holdback on program costs payable on the attainment of performance requirements related to the appropriate Common Measure the proposed program is designed to address.

All U.S. Department of Labor limitations on excess profits earned by Contractors/Subcontractors will apply. The Contractor will be required to maintain the documentation necessary to support reported costs for seven years and make it available as/if needed. All specifications and requirements in this RFP document become part of the contractual Agreement between the Bucks County WED and the successful recipient of WIOA Youth funds.

**Failure to abide by monthly reporting and invoicing requirements will result in the termination of the Contract.**

**Participant eligibility determination is the responsibility of the Contractor.**

#### **D. LOCATION OF SERVICES**

In-School Youth (ISY) programs may be operated within an approved school in the Bucks County School District and/or a community-based agency. Each service offered by a Youth Program provider must be accessible by public transportation or provide transportation as part of the program.

#### **E. TIMELINE**

- Release of RFP: December 9, 2022
- Bidders' Questions are to be received via email to Alice Colyar, amcolyar@buckscounty.org by December 23, 2022.
- Bidders' Answers will be sent electronically and posted on <https://buckscounty.gov/575/Requests-for-Proposals> no later than the close of business on December 30, 2022.
- Proposal Due Date: Monday, January 23, 2023 by 2:00 PM
- Review and Selection Period: January 25 – February 10, 2023
- County of Bucks Award of Contract: March 31, 2023
- Planning Meetings: May 2023
- Contract Start Date: July 1, 2023

### **SECTION III: CONDITIONS OF SOLICITATION**

#### **A. GENERAL CONDITIONS**

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate the Bucks County WED to execute a contract with any respondent. The Bucks County WED reserves the right to accept or reject any or all offers on the basis of budgetary limitations, service to significant population segments, geographic distribution, needs of the area, and other considerations. The Bucks County WED reserves the right to establish additional funding considerations or criteria as necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, respondents should note the following:

- The Bucks County WED will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an offertory. For the purpose of this proposal, the Bucks County WED will accept proposals from any service provider that can demonstrate the administrative capability to successfully provide all the services identified in this RFP.
- All proposals, in their entirety, will become the property of the Bucks County WED upon submission. The Bucks County WED will reject any proposal that does not follow the format, does not include all of the information specified, including the required documentation and certifications, and/or are not submitted by the due date and time.
- A public notice of this RFP has been advertised in the *Bucks County Courier Times* and the *Bucks County Intelligencer* and posted on <https://pennbid.net/> and <https://buckscounty.gov/575/Requests-for-Proposals>.

## **B. CONTINGENCIES**

The award of a contract for any proposed service is contingent upon the following:

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the Board Review Committee with a recommendation from the Bucks County WED;
- Demonstration of past performance and expert knowledge in the education and training of this population for the specific criteria addressed in this proposal;
- Ability to provide proof of excellent fiscal accountability;
- Ability to provide transportation or to offer services along accessible transportation routes; and
- Successful negotiation of any changes to the proposal required by the Bucks County WED.

## **C. ORGANIZATIONAL KNOWLEDGE AND UNDERSTANDING**

Provision of services specified in this RFP requires substantial knowledge and understanding of the Workforce Innovation and Opportunity Act. Please refer to the [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us) website for a complete copy of the Workforce Innovation and Opportunity Act.

## **D. ORGANIZATIONAL FISCAL REQUIREMENTS**

Selected Contractor will be required to submit to the Bucks County WED a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services.

## **E. CERTIFICATES OF INSURANCE**



The Contractor shall perform its services under this Agreement as an independent Contractor and shall insure, as they may appear, the interests of all parties to this Agreement against any and all claims which may arise out of Contractor's operations under the terms of this Agreement.

The Contractor will provide the original certificate(s) of insurance made out to the County of Bucks showing all insurance coverage carried by the Contractor upon submission of a signed Agreement to the County. The Agreement will not be approved by the County if a certificate is not present. If, during the term of the Agreement, coverage should expire, the county may withhold payments until the Contractor submits a new certificate reflecting the new policy coverage dates.

At a minimum, the Contractor must carry at least the following:

- 1) **Commercial General Liability** - (policy to include premises and operations, products/completed operations and blanket contractual liability- the contractual section of the coverage must cover this Agreement) Limits apply on a per project/per location basis.

General Aggregate Limit	\$2,000,000.
Products and Completed Operations Aggregate Limit	\$2,000,000.
Each Occurrence Limit	\$1,000,000.

- 2) **Automobile Liability** - to include owned, non-owned and hired vehicles:
 

Combined Single Limit	\$1,000,000.
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- 3) **Workers Compensation Statutory and Employer's Liability:**

Bodily Injury by Accident	\$100,000. each accident
Bodily Injury by Disease	\$100,000. each employee
Bodily Injury by Disease	\$500,000. policy limit

- 4) A Waiver of Subrogation in favor of the County of Bucks, its Board of Commissioners, employees, directors, officers, departments, and divisions applies under all policies.

- 5) When it applies, **Additional Insured** shall read:  
The County of Bucks, its Board of Commissioners, employees, directors, officers, departments, and divisions shall be included as additional insured with respect to the work performed for this Contract.

- 6) **Cancellation Clause** must read:  
Should any of the above-described policies be canceled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

7) **Certificate Holder:**

County of Bucks Board of Commissioners, Attn: Office of the Controller, 55 East Court Street, Doylestown, PA 18901.

8) **Excess Liability** coverage is to be in an umbrella form. Any restrictions or limitations in coverage should be specified on the certificate of insurance.

Each Occurrence	\$2,000,000.
Aggregate Limit	\$2,000,000.

9) **Professional Liability, Errors and Omissions**

Each Jobsite Limit	\$1,000,000.
General Aggregate Limit	\$2,000,000.

Must remain in place for one year from date of final acceptance.

Except as otherwise approved by the County of Bucks in writing, the following provisions shall apply to each and 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. The Contractor shall cause each insurance carrier to deliver its certificate of insurance to the County of Bucks, certifying the applicable insurance provisions herein required
  - i. upon the execution hereof, and
  - ii. at any other time upon the County of Bucks' request.
- c. At least thirty (30) days prior to the expiration of each policy, the Contractor shall provide the County of Bucks 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 the County of Bucks.
- d. The 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. The County of Bucks shall be endorsed as an additional insured on all policies except workers' compensation and professional liability.
- f. The requirements described above are also applicable to any and all subcontractors hired by the Contractor to perform work under this Contract.

The Contractor hereby expressly waives any immunity under the Workers' Compensation Act, either as an employer or statutory employer, for any claim brought by the County. This waiver is intended to comply with the provisions of Section 303(b) [77 PS @ 481(b)] of said act.

The Contractor shall accept full responsibility for the payment of premiums of all insurance, as well as for social security taxes, income tax deductions, and any other taxes or 12 payroll deductions required by law for the Contractor or Contractor's employees who are performing services pursuant to this Agreement.

## **F. SAFETY**

Equipment necessary for the safety of the Youth and any worksites will be allowable under the grant if indicated in the proposal, for example, first aid kits, gloves, etc. All items bought for the program that are not dispensable become property of the Bucks County WED at the conclusion of the program.

All staff working with the Youth must possess and show proof of Criminal Background, Child Abuse, and PA State Police (PSP) clearances dated six months or less from the start of the program

All Child Labor Laws must be adhered to for the length of this proposal.

## **G. APPEALS**

Each proposing agency, whose proposal is reviewed by the Board Review Committee, shall receive a written notice of approval or non-approval for the proposed project. Following the notification of award, any respondent who has a complaint concerning the issuance of this RFP, the evaluation of proposals received in response to this RFP, or any matter relating to the method by which the Bucks County WED secures subcontractors, shall have an opportunity to discuss, with the administrative staff, the reasons for non-funding.

Any appeal or complaint must be filed in writing as a grievance with the Bucks County WED. Any decision regarding the resolution of the grievance may be appealed to the Bucks County WED.

Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. The written appeal must be filed with and received by the Bucks County WED no later than five (5) working days after the notice of awards is postmarked.

## **H. COOPERATIVE PROGRAM PARTICIPATION & MONITORING**

The Bucks County WED reserves the right to monitor and audit all programs which receive funding at any time to ensure proper program management, contract compliance, adherence to the performance standards stipulated in the Contract, and any other area deemed necessary by the United States Department of Labor, Pennsylvania Department of Labor and Industry, and/or the Pennsylvania Department of Public Welfare.

The Contractor must work cooperatively with all frontline staff members of the Bucks County WED representative organizations, including the PA CareerLink® Bucks County, and must be prepared to report on the program and its performance at quarterly Youth Council and Bucks County Workforce Development Board meetings.

The Contractor will be a PA CareerLink® Bucks County Operating Partner and will provide written and verbal reports on a monthly basis.

## **SECTION IV: PERFORMANCE REQUIREMENTS**

### **A. YOUTH PROGRAM ELEMENTS**

The WIOA Program Elements are required components of youth services programs in accordance with the Workforce Innovation & Opportunities Act.

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies
2. Alternative secondary school offerings or dropout recovery services
3. Paid and unpaid work experiences with an academic and occupational education component
4. Occupational skill training, with a focus on recognized postsecondary credentials and in-demand occupations
5. Leadership development activities (e.g., community service, peer-centered activities)
6. Supportive services
7. Adult mentoring
8. Follow-up services for at least 12 months after program completion
9. Comprehensive guidance and counseling
10. Integrated education and training for a specific occupation or cluster
11. Financial literacy education
12. Entrepreneurial skills training
13. Services that provide labor market information about in-demand industry sectors and occupations
14. Postsecondary preparation and transition activities

The Bucks County WED intends to award a contract to a program provider that provides services in accordance with the WIOA program elements and with an emphasis on dropout prevention and summer employment linked to academic and occupational

learning. In addition, the preference of awarding a contract for In-School Youth programs will be given to a program provider that demonstrates expertise in incorporating program elements related to High Priority Occupations in Bucks County and innovative workforce preparation techniques for the emerging workforce through summer work experience linked to year-round services.

**The program provider is responsible for the recruitment and eligibility determination of participants, which includes the administration of an approved assessment, and maintenance of the Commonwealth Workforce Development System (CWDS), the statewide computerized database system.**

There is an inherent expectation that the Contractor will work in a cooperative manner in serving the Youth enrolled in Bucks County Youth programs.

## **B. COMMON MEASURES PERFORMANCE REQUIREMENTS**

Proposals must include specific information related to the following WIOA Youth Common Measures Standards and the respondent's ability to achieve these goals:

1. **Attainment of a Degree = 90%** of enrolled participants  
A "degree" is defined as a high school diploma.
2. **Placement in Employment or Education = 75%** of enrolled participants  
Entered employment or enrolled in education and/or training by the 1<sup>st</sup> quarter after program exit.
3. **Literacy/Numeracy Increase = 75%** of enrolled participants  
Increase in one grade level as measured on standardized testing.

The Contractor will be responsible for documenting the results of their goals and performance and must provide them to WED on a monthly basis (at a minimum, programs that are not meeting enrollment projections or performance requirements may be required to provide updates on a weekly basis).

Performance statistics — identified by the name of each active participant — must be included in the monthly invoice.

## **C. OVERVIEW OF PROGRAM MODEL**

### **In-School Youth Model:**

- Provides comprehensive academic development, including assessing participants with pre- and post-testing in literacy and numeracy skills, and presents program curricula that will enhance the participant's ability to increase grade point levels

- Assists participants in attaining work-readiness, education, and employment goals
- Works within **formal partnership arrangements** with Bucks County high schools
- Provides paid (stipend or subsidized) work experience and/or unpaid community service opportunities
- Incorporated dropout prevention strategies
- Provides leadership training and opportunities
- May provide specific skills training and job-specific literacy to enable participants to enter into unsubsidized employment opportunities
- Demonstrates follow-up and job-retention plans and ability to ensure a continued relationship with the participant at the completion of the program
- Partners with community organizations, local employers, and PA CareerLink® Bucks County.

The level of funding will depend on the proposals and program designs received by the Bucks County WED. Respondents may be asked to revise program components based on other program model RFPs received to ensure the continuum of services is achieved.

## SECTION V: PROPOSAL INSTRUCTIONS

### A. GENERAL FORMAT

Proposals must be prepared and sequenced in accordance with instructions outlined in below. The proposal narrative, excluding the transmittal form, budget information summary, and any attachments, must not exceed 10 double-spaced pages in a font not smaller than 12 pt. All pages must be numbered.

When completed, proposals are to be assembled as follows:

1. Proposal Transmittal Form (Attachment 1) please list number of participants served for PY23 and PY24
2. Budget Proposal (Attachment 2) for PY23 and PY24
3. Narrative
4. Program Planning Summary (PPS) (Attachment 3)
5. Past Performance Measurements & Demonstrated Effectiveness (Attachment 4)
6. Compliance Checklist (Attachment 5)
7. Letter(s) of Commitment from participating Bucks County high schools
8. WIOA Element Incorporation Table (Attachment 6)

The Program Planning Summary (Attachment 2) must be included with the proposal. **This document will become part of the Contract and will be required to be submitted with up-to-date actual to-date statistics each month with your monthly invoices.** Failure to

submit the PPS with invoices will result in no payment.

The Past Performance Measurements and Demonstrated Effectiveness (Attachment 3) must also be included with the proposal. Respondents must complete the first question; if the answer to the first question is "yes," the respondent must complete the remainder of the form.

The Compliance Checklist (Attachment 4) must also be included with the proposal. Respondents must initial each section and be able to sign the noted documents before the Bucks County WED will allocate WIOA/TANF Youth funding. *Upon award of a contract*, the Bucks County WED will require completed/signed documents, including:

1. Contract Compliance Form
2. Signed Debarment and Suspension Form
3. Lobbying Disclosure Form
4. Drug-Free Workplace Form
5. Single Audit Compliance Form
6. Insurance Form
7. ADA Compliance Form
8. EEO Compliance Form
9. Copy of latest audit

Proposals must be received no later than 2:00 PM on January 23, 2023.

## **B. NARRATIVE**

In describing the proposed program design and plan of service, please submit a proposal clearly articulating the following sections:

1. **Statement of Need:** Describe the problems/needs of Youth in Bucks County and specifically the high schools the program will serve. Provide relevant supporting data. Clearly articulate how the proposed service strategy will address these needs.
2. **Past Experience or Demonstrated Expertise:** Describe staff/agency experience or recognized expertise in providing successful programs targeted to eligible Youth as defined in this RFP. If you have never contracted with the Bucks County WED you must provide a minimum of two written letters of reference dated after the release of this RFP (as attachments) and three references that the Board Review Committee may contact.
3. **Staffing:** Include key staff who will be assigned to the program by title, qualifications, function, and amount of time assigned to the program.
4. **Performance Measures:** State how the program will achieve the required Performance Measures. Please be sure to address credentialing and placement.
5. **Program Design:** Clearly articulate the program model and how it will "fit" into

the Bucks County WED's continuum of services to be offered to Bucks County Youth. Please be sure to include a recruitment strategy and a description of how each WIOA element will be incorporated into the program (Attachment 5).

6. **Coordination:** Describe how services will be coordinated with other Contractors, the PA CareerLink® Bucks County, community partners, and employers.
7. **Facilities:** Identify the high school and/or describe the facility where the program is to be principally operated.
8. **Program Monitoring:** Describe the systems in place to ensure participants receive the services and how the participant will be tracked. Describe the systems for measuring customer satisfaction and continuous improvement.
9. **Program Administration & Management Plan:** Describe the overall administration/management plan for the proposed program, including the following:
  - a. **Supervision:** Indicate, through an organizational chart with a supporting narrative, lines of authority, and responsibility related to the proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff. Organizational charts may be included as Attachments.
  - b. **Fiscal Controls and Accounting:** Please describe in the Narrative, or include as an attachment, your organization's policies and procedures for:
    - Cash receipts and disbursements
    - Purchasing
    - Payroll & Travel Policy
    - Cost Allocation Plan – provisions for multiple funding sources.
  - c. **Record Keeping:** Indicate the type of records to be maintained as it relates to Youth Program services. Indicate where records are to be held, who is responsible for them, and the length of time they are to be kept for audit and review. Indicate who is responsible for staff and participant (if paid work experience is provided) time sheets and how and when they will be submitted.
10. **Timeline:** Describe the general timeline for July 1, 2023-June30, 2025, broken out by month.

## C. BUDGET

Each proposal should include a detailed line item budget subdivided into two cost categories of Administrative Overhead and Program Services (See Attachment 2).



Programs providing one-year of follow-up services must include detailed budget information related to those services. Please use the following format listing both Administrative and Program Services:

1. **Staff Wages:** Amount of time in hours and hourly rate of reimbursement for each full-time and part-time position.
2. **Staff Fringes:** Indicate type of fringe benefits provided to staff and percent paid for each benefit.
3. **Staff Travel:** Indicate total number of miles forecast to be traveled and your organization's reimbursement rate.
4. **Materials/Supplies/Equipment:** Indicated type, purpose, and cost for each item – including gift cards to be provided as Incentives. Please note: Equipment and gift card purchases are to be purchased for ENROLLED participants. Reimbursement will ONLY be made on invoices which INCLUDE documentation with the Participant's Name, Participant's Signature indicating receipt, and the specific item. Example: If the Contractor purchases ten laptop computers and enrolls six participants, the Bucks County WED will only reimburse for the six computers provided to the enrolled participant with documentation of receipt.
5. **Facilities:** List cost of rent if appropriate.
6. **Communications:** Telephone, postage, photocopying, printing. Please itemize.
7. **Insurance/Bonding**
8. **Accounting/Audits**
9. **Transportation**
10. **Work Experience:** including how much will be spent in Youth earnings and all other eligible activities.
11. **Other Costs:** Specify and itemize.

#### **D. PROPOSAL EVALUATION**

All proposals received by the specified date shall be subject to evaluation by a Board Review Committee comprised of the Board of Directors and other committee members.

Proposals will be evaluated for program quality, efficiency, and effectiveness with consideration of the following criteria:

- Budget Costs
- Cost Per Participant
- Number of Youth Served
- Locations – ability to serve a large, diverse county
- Dates/Times of Program
- Key Program Components
- Incorporation of WIOA Elements
- Demonstrated experience in serving youth

# **ATTACHMENT # 1**

**BUCKS COUNTY DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT  
PROPOSAL TRANSMITTAL FORM**

**Program Year 2023 & Program Year 2024; Plus One Year of Follow Up**

Organization: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Total Funds Requested for PY23 & PY24: \_\_\_\_\_

Total Youth to be Served in PY23: \_\_\_\_\_ Cost Per Participant: \_\_\_\_\_

Total Youth to be Served in PY24: \_\_\_\_\_ Cost Per Participant: \_\_\_\_\_

Program Synopsis: \_\_\_\_\_

**OFFEROR'S CERTIFICATION**

Certification and Adjustments. When a cost analysis is necessary and there is inadequate price competition, respondent must certify that to the best of its knowledge and belief, cost data are accurate, complete, and current at time of Agreement of price. Awards or modifications negotiated in reliance on such data should provide awarding agency (the Bucks County Department of Workforce & Economic Development) a right to price adjustment to exclude any significant sum by which price was increased because awardee had knowingly submitted data that were not accurate, complete and certified.

I, \_\_\_\_\_, hereby certify that I am legally and duly authorized to submit this proposal on behalf of \_\_\_\_\_, that information contained herein is true and correct to the best of my knowledge, and that prices for services offered herein are firm and effective through close of business on \_\_\_\_\_.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

# **ATTACHMENT # 2**

# Company Name

## IN SCHOOL YOUTH RFP BUDGET PROPOSAL

### County of Bucks Workforce & Economic Development

July 1, 2023 - June 30, 2025

Administrative Staff	Year 1	Year 2	Notes	Contract Totals
<b>Name or Position</b>				
Salary	\$ 1.00	\$ -		\$ 1.00
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
<b>Admin Salary &amp; Fringe Totals</b>	<b>\$ 1.00</b>	<b>\$ -</b>		<b>\$ 1.00</b>

### Administrative Operations

Staff Travel	\$ 1.00	\$ -		\$ 1.00
Materials	\$ -	\$ -		\$ -
Supplies	\$ -	\$ -		\$ -
Equipment	\$ -	\$ -		\$ -
Facilities	\$ -	\$ -		\$ -
Communications	\$ -	\$ -		\$ -
Insurance/Bonding	\$ -	\$ -		\$ -
Accounting/Audits	\$ -	\$ -		\$ -
Transportation	\$ -	\$ -		\$ -
Work Experience	\$ -	\$ -		\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -		\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -		\$ -
<b>Administrative Operations Totals</b>	<b>\$ 1.00</b>	<b>\$ -</b>		<b>\$ 1.00</b>
<b>ADMINISTRATIVE TOTALS</b>	<b>\$ 2.00</b>	<b>\$ -</b>		<b>\$ 2.00</b>

Program Staff	Year 1	Year 2	Notes	Contract Totals
<b>Name or Position</b>				
Salary	\$ 1.00	\$ -		\$ 1.00
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -

Fringe	\$ -	\$ -	\$ -
Salary	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -
Salary	\$ -	\$ -	\$ -
Fringe	\$ -	\$ -	\$ -

<b>Staff Salary &amp; Fringe Totals</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>\$ 1.00</b>
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**Program Operations**

Staff Travel	\$ 1.00	\$ -	\$ 1.00
Materials	\$ -	\$ -	\$ -
Supplies	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -
Facilities	\$ -	\$ -	\$ -
Communications	\$ -	\$ -	\$ -
Insurance/Bonding	\$ -	\$ -	\$ -
Accounting/Audits	\$ -	\$ -	\$ -
Transportation	\$ -	\$ -	\$ -
Work Experience	\$ -	\$ -	\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -	\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -	\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -	\$ -
Other Costs (Specify and Itemize)	\$ -	\$ -	\$ -

<b>Program Operation Total</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>\$ 1.00</b>
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<b>PROGRAM TOTALS</b>	<b>\$ 1.00</b>	<b>\$ -</b>	<b>\$ 2.00</b>
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<b>GRAND TOTALS</b>	<b>\$ 2.00</b>	<b>\$ -</b>	<b>\$ 4.00</b>
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# **ATTACHMENT # 3**

# **SAMPLE PROGRAM PLANNING SUMMARY**

## **INSTRUCTIONS FOR COMPLETING PROGRAM PLANNING SUMMARIES**

### **GENERAL INFORMATION**

Identify agency submitting proposal, agency address, contact person directly involved in preparing planning summary, a telephone number, and email address at which contact person can be reached.

### **EXPENDITURES**

ALL NUMBERS MUST BE CUMULATIVE. Numbers in each succeeding quarter must be the same or larger than previous quarter. If no additional increases are planned in successive quarters, last quarters entry should be carried into each quarter until June 30, 2024. Budget negotiations will be conducted prior to the start of the second program year, July 1, 2024 to June 30, 2025.

### **ENROLLMENTS**

ALL NUMBERS MUST BE CUMULATIVE. Numbers in each succeeding quarter must be the same or larger than previous quarter. If no additional increases are planned in successive quarters, last quarter's entry should be carried into each quarter until June 30, 2024. Program negotiations will be conducted prior to the start of the second program year, July 1, 2024 to June 30, 2025.

Total Currently in Program: This number shows enrollments currently enrolled in project at end of the month. (Note: participants are only enrolled after they have successfully completed the five day probationary period). It is obtained by subtracting Total Terminations from Total Enrollments.

Please note, all enrollments must be completed by December 15.

### **PERFORMANCE**

Please indicate the levels of performance to be achieved. (If a contract is awarded, this column will become ACTUAL Performance.)

\*Note: The Youth Services Program Planning Summary is to be completed with your proposal as a plan to be achieved on a quarterly basis. However, if the Bucks County WED elects to contract with your program, your program will be expected to complete a Program Summary on a monthly basis.



**IN-SCHOOL YOUTH SERVICES PLANNING SUMMARY FOR FIRST PROGRAM YEAR**  
**JULY 1, 2023 – JUNE 30, 2024**

Organization Name:

Address:

Program Contact Person:

Email:

Phone Number:

Fiscal Contact Person:

Email:

Phone Number:

	Q1	Q2	Q3	Q4
<b>TOTAL EXPENDITURES</b>				
<b>TOTAL ENROLLMENTS</b>				
New Enrollments for this period				
<b>TOTAL Currently in Program</b>				
<b>TOTAL TERMINATIONS</b>				

**PERFORMANCE GOALS:**

ISY YOUTH PROGRAM	Number	Percentage
Attainment of Degree		%
Placement in Employment/Education		%
Literacy/Numeracy Increase		%

**NOTE: This form will be required to be updated and submitted with each monthly invoice and must include a list of enrolled participants' names served during the invoice period.**

# **ATTACHMENT # 4**

**PAST PERFORMANCE MEASUREMENTS AND DEMONSTRATED EFFECTIVENESS**

Has your organization ever operated a program similar to the WIOA/TANF In-School Youth Program as described in this RFP?

Yes     No    If yes, please provide the following information:

Period of Performance:      From \_\_\_\_\_ To \_\_\_\_\_

Name of Program: \_\_\_\_\_

Program Funded By: \_\_\_\_\_

Program Performance:

Number of Participants Served: \_\_\_\_\_

Outcomes Achieved: \_\_\_\_\_

**REFERENCES**

Please attach TWO letters of reference (dated after the release of this RFP) and provide a list of THREE references including:

- Organization Name
- Contact Name and Title
- Address
- Phone Number
- Email Address

# **ATTACHMENT # 5**

**WIOA YOUTH: PROGRAM YEAR 2023  
COMPLIANCE CHECKLIST**

Upon award of Contract, the Bucks County Department of Workforce & Economic Development (WED) will require written certification of the following documents. Prior to the commencement of any program funded with monies under the jurisdiction of the Bucks County WED, a monitoring visit will be scheduled to verify adherence to certain requirements, including compliance with all physical and assistive devices as required by the American with Disabilities Act (ADA).

Prior to the award of any funding, the Contractor will be required to attend an Invoice Training with the Bucks County WED Finance Manager. Specific reports are due on a monthly basis. Specific documentation, including the specific itemization of staff time charged to WIOA Youth contracts, must be included in Contractor's monthly invoices.

It is important for a potential Contractor to know before submitting a proposal:

1. Inability to provide the required reports and invoices each month of the Contract will result in the termination of the Contract and may result in the Contractor's repayment of WIOA funds issued up to the date of contract termination.
2. Training locations must be in compliance with ADA regulations, both at the time of the contract award and throughout the contract period. Non-compliance issues will result in the termination of the Contract.

The following documents will be required to be submitted *at the time of the contract award*; please check each box and initial on each line, thereby acknowledging your organization's ability/consent to provide:

- ADA Compliance Certification \_\_\_\_\_
- Single Audit Act; OMB Circular A-133, Compliance \_\_\_\_\_
- Debarment, Suspension & Ineligibility Documentation \_\_\_\_\_
- Certification Regarding Disclosure of Lobbying Activities \_\_\_\_\_
- Drug-Free Workplace Certification \_\_\_\_\_
- Compliance with Section S504 of the Rehabilitation Act of 1973 \_\_\_\_\_
- Equal Opportunity Employer Certification \_\_\_\_\_
- Copy of Latest Audit \_\_\_\_\_
- Insurance Certificate listing the County of Bucks \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# **ATTACHMENT # 6**

## WIOA ELEMENT INCORPORATION TABLE

WIOA ELEMENT	PROPOSED STRATEGY
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 who have dropped out of school	
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	
Leadership Development Opportunities encourage responsibility, confidence, employability, self-determination, and other positive social behaviors	
Supportive Services enable an individual to participate in WIOA activities	

<p>Adult Mentoring is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement</p>	
<p>Follow-up Services are provided following program exit to help ensure Youth succeed in employment or education</p>	
<p>Comprehensive Guidance and Counseling provides individualized counseling to participants, including drug/alcohol and mental health counseling</p>	
<p>Financial Literacy Education provides Youth with the knowledge and skills they need to achieve long-term financial stability</p>	
<p>Entrepreneurial Skills Training provides the basics of starting and operating a small business and develops entrepreneurial skills</p>	
<p>Services that Provide Labor Market Information offer employment and labor market information about in-demand industry sectors or occupations</p>	
<p>Postsecondary Preparation and Transition Activities help Youth prepare for and transition to postsecondary education and training</p>	