



Request for Proposals

RFP 22-09 WIOA Title I Services

Business Services, Assessments, Adult and Dislocated Worker Services

For a provider to deliver Workforce Innovation and Opportunity Act (WIOA) Title I Services through PA CareerLink® Bucks County for the period July 1, 2023–June 30, 2025 based on performance, with an option to extend for up to two years without rebid.

RFP Release Date: Wednesday, March 15, 2023

Program Proposal Due Date: Wednesday, May 3, 2023 by 3:00 PM.

Email proposals to:

Alice Colyar, County of Bucks, Department of Workforce and Economic Development
Email: amcolyar@buckscounty.org

Bidders' questions regarding the RFP should be directed to:

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

This RFP is available to download at <https://www.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. Bucks County 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. INTRODUCTION

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, the Bucks County WED has also been designated by the Pennsylvania Department of Public Welfare to administer Employment, Advancement, and Retention Network (EARN) funded activities in Bucks County.

The County of Bucks solicits qualified and experienced employment and training providers interested in and capable of providing allowable Title I subcontracted activities and services to Employers and WIOA-eligible participants enrolled in services at PA CareerLink® Bucks County 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 Bucks County Workforce Development 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. WIOA requires that each LWDA (Local Workforce Development Area) has at least one comprehensive one-stop service center providing an accessible marketplace for Employers and Job Seekers to be effectively matched. In Pennsylvania, the one-stop centers are known as PA CareerLink®. The Bucks County WED oversees the PA CareerLink® Bucks County and its Service Providers and, as the entity accountable to the Commonwealth for the performance and financial investment of funds, makes every effort to ensure that workforce investment and development services are effectively and efficiently provided.

WIOA Title I programs will be operated in close cooperation/partnership with the PA CareerLink® Bucks County. The comprehensive PA CareerLink® Bucks County site is located at 4800 East Street Road, Suite 50, Trevoese, PA. A satellite office is located at 1 Hillendale Road, Perkasio, PA 18944. A mobile unit is presently being procured on which Title I services will also be provided.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed and submit it without exception by **3 PM on May 3, 2023**, to amcolyar@buckscounty.org.

The selected Contractor will be compensated with WIOA funds. Additional funding may include but is not limited to Title I Youth, Rapid Response funds, Statewide Activity funds, Department of Labor discretionary funds, and other federal/state/TANF funds as appropriate and applicable.

Bucks County WED plans to fund one 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 a minimum of **80% performance and expenditure rate of the contractual Agreement** on an annual basis.

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 the 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.

The 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 demonstrating the ability to provide services throughout the County 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.

The selected Contractor must be prepared to begin the hiring and transition process as soon as the Contract is executed so that all services are ready to begin on July 1, 2023.

The Title I Services Provider must demonstrate the capacity to develop relationships with various agencies throughout the County in an overall effort to coordinate activities that address the employment and training needs as well as the social barriers that job seekers encounter. The Title I Services Provider must be capable of working closely with all Partners and Bucks County WED to respond accordingly to changing needs. The Title I Services Provider must demonstrate the capacity to develop business development relationships with economic development and employer communities to enhance placement opportunities. The Title I Services Provider must demonstrate a willingness and ability to leverage funds, resources, and services. While the Title I Services Provider is responsible for meeting established Adult and Dislocated Worker customer programmatic requirements and participant-based outcomes (established by the Department of Labor and Bucks County WED), all services provided through

PA CareerLink® Bucks County, if effectively leveraged, result in appropriate and positive outcomes for the Employers and Job Seekers we mutually serve.

The provision of services in this RFP requires substantive knowledge and understanding of the WIOA and its implementing regulations, applicable state and federal regulation and circulars, the policies of the US Department of Labor and PA Department of Labor & Industry, and our local labor market. Proposers are strongly advised to research all the above on these websites (this is not an exclusive list):

- Bucks County WED, <https://www.buckscounty.gov/539/Workforce-Economic-Development>
- PA Department of Labor & Industry, <https://www.dli.pa.gov/Pages/default.aspx>
- Center for Workforce Information & Analysis, <https://www.workstats.dli.pa.gov/Pages/default.aspx>
- US Department of Labor, Employment & Training Administration, www.doleta.gov

B. 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>.

C. Bucks County Demographics

The PA Center for Workforce Information & Analysis (CWIA) provides a monthly high-level data compilation of selected economic, geographic, and demographic data for Bucks County. Please refer to CWIA's [Bucks County Profile](#) for more information.

Lightcast's [Bucks County Economic Overview Q1 2023](#) is an additional data source containing unemployment by demographics, projected trends, population characteristics, inbound and outbound migration, industry characteristics, business characteristics, workforce characteristics, educational pipeline, and in-demand skills.

The Bucks County WED concentrates its investments in both [High Priority Occupations](#) and Targeted Industry Clusters. High Priority Occupations, as defined by the Department of Labor and Industry, are occupations that are in-demand by employers, have higher skill needs, and provide family-sustaining wages. [Targeted Industry Clusters](#) comprise a group of industries closely linked by common product markets, labor pools, similar technologies, supplier chains, and/or other economic ties.

The Commonwealth of PA has identified twelve Targeted Industry Clusters:

1. Advanced Materials and Diversified Manufacturing
2. Agriculture and Food Production

3. Bio-Medical
4. Building and Construction
5. Business and Financial Services
6. Education
7. Energy
8. Health Care
9. Hospitality, Leisure, and Entertainment
10. Logistics and Transportation
11. Real Estate, Finance, and Insurance
12. Wood, Wood Products, and Publishing

D. Partnerships

The selected Proposer shall be considered the WIOA Title I Adult and Dislocated Worker Services Provider and shall serve as a Partner at the PA CareerLink® Bucks County.

PA CareerLink® Bucks County, under the leadership and functional supervision of the One-Stop Operator, is currently comprised of nine on-site Partner agencies:

1. Bucks County Area on Aging
2. Bucks County Assistance Office
3. Bucks County Community College
4. Bucks County Opportunity Council
5. Bureau of Workforce Partnerships and Operations
6. Career Wardrobe
7. Educational Data Systems, Inc.
8. PA Office of Vocational Rehabilitation
9. VITA Education Services

The Title I Services Provider will function under the direction of the PA CareerLink® Bucks County One-Stop Operator. WIOA Title I Services include business development, employer services, and Career and Training Services to eligible Adult and Dislocated Worker customers and assessment services. The Title I Services Provider will integrate these services within the overall structure of PA CareerLink® Bucks County.

This RFP is a solicitation for one Provider of Title I Adult and Dislocated Worker Services in PA CareerLink® Bucks County at the Trevoise and Perkasio sites.

E. CUSTOMERS TO BE SERVED

Under WIOA funding, the Title I Adult and Dislocated Worker Services Contractor will be responsible for the following services to eligible Job Seeker participants:

Career Services:

1. Determination of individual eligibility for services;

2. Outreach, intake (including worker profiling), and orientation to the information and other services available through the one-stop delivery system;
3. Referral to mandated PA CareerLink[®] partners as well as other agencies in the county as needed;
4. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs;
5. Labor exchange services; job search and placement assistance, including access to the Internet, and career counseling where appropriate;
6. Provision of employment statistics information and labor market information such as job vacancy listings, job skills necessary to obtain jobs, local in-demand occupations, earnings, and skill requirements;
7. Provision of performance information and program cost information on eligible providers of training services;
8. Provision of information regarding local area performance on the local performance measures;
9. Provision of accurate information relating to the availability of supportive services available in the local area;
10. Provision of information regarding filing claims for unemployment compensation;
11. Assistance in establishing programs of financial aid assistance for training and education programs;
12. Comprehensive and specialized assessments of the skill levels and service needs of adults, dislocated workers, and youth, which may include— diagnostic testing and use of other assessment tools; and in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
13. Development of an individual employment plan to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals, including providing information on eligible providers of training services and career pathways to attain career objectives;
14. Group and/or individualized career counseling and planning;
15. Short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
16. Internships and work experiences that are linked to careers;
17. Workforce preparation activities, programs, or services designed to help an individual acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of post-secondary education or training, or employment;
18. Financial literacy services;
19. Out-of-area job search assistance and relocation assistance;
20. English language acquisition and integrated education and training programs;

21. Follow-up services, including counseling regarding the workplace, for participants in workforce activities authorized under this subtitle that are placed in unsubsidized employment for not less than 12 months after the first day of the employment;
22. Other services as determined by a partner agency's governing legislation.

Training Services:

1. Occupational skills training, including training for non-traditional employment
2. On-the-job training
3. Incumbent Worker training
4. Programs that combine workplace training with related instruction, which may include cooperative education programs
5. Training programs operated by the private sector
6. Skill upgrading and retraining
7. Entrepreneurial training
8. Transitional jobs
9. Job readiness training
10. Adult education and literacy activities, including activities of English language acquisition and integrated education and training programs
11. Customized training conducted with a commitment by an employer or group of employers
12. Other services as determined by a Partner agency's governing legislation

F. Participant (Adult/Dislocated Worker) Eligibility

The Workforce Innovation and Opportunity Act requires funds to be dedicated according to the specific eligibility of individuals. The Title I Services Provider will be responsible for the eligibility certification. The system of record is an internet-based database through the Department of Labor. Paper files are also required to be maintained and transferred to Bucks County WED. The database system of record is the [Commonwealth Workforce Development System \(CWDS\)](#). Training will be provided on CWDS to the successful Proposer.

Individuals eligible for WIOA funds under the "Adult" funding stream must be:

- Minimum of 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Bucks County resident (priority) AND
- Meet the Self-Sufficiency Standards established by Bucks County WED, which are 235% of the Federal Poverty Income Guidelines.

Individuals eligible for WIOA funds under the "Dislocated Worker" funding stream must be:

- Minimum of 18 years of age AND
- Registered to work in the United States or a US citizen AND
- Be a Bucks County resident (priority) AND

- Be an individual who has been laid off and is unlikely to return to his/her previous industry or occupation OR who has been laid off as a result of a permanent closure/relocation of the employer OR has received a general announcement of a closure OR was formerly self-employed and is now unemployed OR is a displaced homemaker.

G. Required Outcomes

The Bucks County LWDA is responsible for meeting or exceeding State required Performance Measures, referred to as Common Measures, for WIOA investments. Bucks County WED establishes additional Performance Measures for each Contractor's individual performance. Each individual Contractor's performance and efforts in the aggregate are what create an effective and quality workforce delivery system in Bucks County.

For the Workforce Innovation and Opportunity Act, required Common Measures for Adult/Dislocated Workers are calculated by the Department of Labor on a quarterly basis and include:

- **Adult/Dislocated Worker Entered Employment Rates** (The percentage of participants in unsubsidized employment during the second quarter after exit from the program)
- **Employment Retention** (The percentage of participants in unsubsidized employment during the fourth quarter after exit from the program)
- **Median Earnings** (Median earnings of participants in unsubsidized employment during the second quarter after exit from the program)
- **Credential Rate** (The percentage of participants who obtained a recognized post-secondary credential or a secondary school diploma or its recognized equivalent during participation or within one year after exit from the program)
- **Measurable Skill Gain** (The percentage of participants who, during a program year, are in an education and training program that leads to a recognized post-secondary credential or employment and who are achieving measurable skill gains)
- **Effectiveness in Serving Employers** (This measure is still being defined at a state level; however, the Provider should focus on engaging new businesses and re-engaging employers into the public workforce system)

The Title I Services Provider must commit to a constant improvement in performance numbers and outcome-based results. Specific performance requirements are provided to contractors annually in June of each year.

The negotiated **Performance Requirements for Program Year 2023** are:

- Adult Customer Entered Employment (2nd Quarter) = 75.0%
- Adult Customer Entered Employment (4th Quarter) = 72.0%
- Adult Customer Median Earnings (2nd Quarter) = \$6,500
- Adult Credential Attainment = 68.5%
- Adult Measurable Skill Gain = 50.5%

- Dislocated Worker Entered Employed (2nd Quarter) = 78.5%
- Dislocated Worker Entered Employment (4th Quarter) = 77.0%
- Dislocated Worker Customer Median Earnings (2nd Quarter) = \$8,750
- Dislocated Worker Credential Attainment = 76.0%
- Dislocated Worker Measurable Skill Gain = 42,0%

Common measures and performance requirements are subject to change at any time before or during the Contract, based on guidance from the State under the Workforce Innovation and Opportunity Act implementation.

In addition to performance requirements, the Contractor will be responsible for submitting monthly success stories of participants and employers based on the provided template. These success stories are shared with stakeholders through Bucks County WED publications and submitted to the state on a quarterly basis.

SECTION II: CAPACITY & PROGRAM CONSIDERATIONS

PA CareerLink[®] Bucks County is open to the public. In Program Year 2021 (July 1, 2021 through June 30, 2022), the Bristol site provided services to 10,769 Job Seeker customers; the Perkasio site to 913. A total of 9,946 job orders were opened and serviced on the CWDS (www.pacareerlink.state.pa.us) public side of the website.

The specific requirements of WIOA Title I Services have been outlined earlier in this RFP. Both regularly and periodically (based on funding levels and workforce needs), Bucks County WED contracts with organizations to perform program activities outside the Title I Services Provider's scope of work that will impact and affect its work. These include Out-of-School Youth activities, Incumbent Worker Training, and related projects. In these instances, the Title I Services Provider, as an agent/contractor of Bucks County WED, will perform required participant activities, including eligibility determination, tracking, and reporting.

Proposers are expected to possess and demonstrate the experience, capacity, and expertise to provide Title I Services and are encouraged to craft and submit a design that will satisfy Performance Requirements in accordance with WIOA regulations, advance the mission of Bucks County WED, coordinate and leverage effective services through the CareerLink[®] workforce delivery system and satisfy the workforce needs of Employers and Job Seekers in the Bucks County LWDA. As a priority for serving all customers, the successful Proposer will use the services and programs available at PA CareerLink[®] Bucks County and through its partner agencies first.

Bucks County WED supports the use of assessment tools for our business customers to enable effective recruitment and hiring of new talent and to develop Incumbent Worker Training and advancement programs.

For job seekers, an initial and comprehensive assessment is a required component of Title I Services, and the results may be shared amongst PA CareerLink® Bucks County Partners to leverage resources and opportunities for customers. Costs associated with assessment products are outside of the scope of this RFP and should not be included except that staff support is expected.

Services and activities must observe the following restrictions and requirements when considering program design:

1. Program training, services, and/or activities cannot start prior to July 1, 2023; however, transition activities are expected to begin as soon as contract negotiations are concluded with Bucks County WED.
2. Proposers are responsible for adhering to all current and modified laws, rules, regulations, guideline requirements, policies, and local changes.
3. Close coordination with Bucks County WED is required throughout contract execution. At least one senior staff person familiar with all activities will be named the Bucks County WED liaison.
4. Contractor will be considered an Operating Partner within PA CareerLink® Bucks County. Title I Services Provider staff will have direct operational reporting requirements to the PA CareerLink® Bucks County Site Administrator/One-Stop Operator. Title I Services staff will be required to abide by the operational schedules (holiday, daily operational hours, inclement weather) of PA CareerLink® Bucks County. Staff is expected to work professionally and cooperatively, which is essential when multiple Partner staff are co-located and integrated by function and space assignments. The selected Contractor is expected to participate in professional development trainings as provided or implemented by Labor and Industry, the County of Bucks, and/or partner organizations.
5. In the event that an organization other than the current Title I Services Provider(s) is awarded this Contract, swift and immediate transition activities will be necessary to avoid gaps in services to customers on July 1, 2023 or beyond. Bucks County WED recommends that any organization awarded funds through this RFP give consideration in employment to current employees who may be displaced as a result of this procurement. At a minimum, the selected Title I Services Provider will be required to interview incumbent Title I Services staff for similar positions. Hiring is not required unless Contractor is satisfied the incumbent meets the threshold needs for the position under the proposed service design.
6. All staff funded with grant dollars are expected to provide some level of direct customer service or customer support. Bucks County WED will not support administrative or support staff not directly related to the execution of the Contract.

7. Proposer should plan for staffing capability to include multilingual.
8. Proposer should consider that a significant number of direct services staff members hold a bachelor's degree and/or related industry work experience.
9. There are approximately 13 full-time employees at PA CareerLink® Bucks County positions (at the release time of this RFP) funded through WIOA Adult and Dislocated Worker dollars and therefore represent the execution of activities as outlined in this RFP. Proposers are reminded that Bucks County WED is looking for innovative methods of service delivery.
10. In addition to the positions listed above, the Contractor will be responsible for the staffing needs associated with the Workforce on Wheels (WOW) initiative, a mobile unit furnished with the resources and technology to bring PA CareerLink® services to schools, libraries, and community events throughout Bucks County. Staffing needs are anticipated to include a CDL Class A driver and a direct service staff member. The WOW initiative is expected to launch later in 2023.
11. All staff must possess and show proof of Pennsylvania State Police (PSP) Clearance, FBI Fingerprint Clearance, and Child Abuse History Clearance dated six months or less from the start of the program.
12. Sufficient staff must be provided to meet the needs of PA CareerLink® Bucks County and Title I Services requirements. The selected Title I Services Provider must be flexible with staffing and have the ability to shift staff responsibilities/operations/hours in order to ensure effective coverage. In addition, the successful Proposer must have the ability and capacity to provide activities to individuals speaking any language other than English. PA CareerLink® Bucks County provides access to Language Line for initial communication, and Partner leveraging may be available, but the Title I Services Provider must be able to adequately provide services to non-native English-speaking WIOA-eligible participants as necessary.
13. The Title I Services Provider must complete and maintain a current case record via the [Commonwealth Workforce Development System \(CWDS\)](#) and hard copy methodology required by Bucks County WED for every customer. The Title I Services Provider must adhere to using the forms, practices, and procedures as required by Bucks County WED.
14. All training-related occupations researched and OJT opportunities recommended for additional financial investment by Bucks County WED must be in-demand and accountable in accordance with the PA Department of Labor & Industry's current High Priority Occupation List for Bucks County.

15. Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and specific procedures as required by law, Bucks County WED, and PA CareerLink® Bucks County Partners/Site Director. All customer information must be maintained in secure, locked file cabinets at all times with limited staff accessibility.
16. This RFP, as well as the Proposer's response, are incorporated into the contractual agreement. All information expressly specified or implied in this document becomes contractually enforceable upon agreement in regard to program requirements, expectations, and grant execution.

SECTION III: CONTRACT INFORMATION

A. Period of Contract

This request for proposals will cover two Program Years 2023 and 2024, commencing July 1, 2023 and ending June 30, 2025. Based on performance and grant funds availability, an extension of up to two years without rebid may be awarded.

B. Eligible Applicants

Eligible applicants include for-profit and non-profit organizations with demonstrable ability and experience in designing, implementing, and administering successful workforce development programs targeted to WIOA Title I eligible Job Seeker and Employer customers.

C. Type of Contract

If a contract is entered into as a result of this RFP, it will be considered a Vendor/Cost Reimbursement Contract with a line-item budget. This RFP and your agency's response will be incorporated by reference into any contract agreement. All US Department of Labor limitations on excess profits earned by subcontracts/vendors will apply. You will be required to maintain the documentation necessary to support your reported costs for seven years and make it available as/if needed.

D. Location of Services*

Title I Services to Job Seeker and Business customers are provided at one of the two PA CareerLink® Bucks County sites: 4800 East Street Road, Suite 50, Trevoise or 1 Hillendale Road, Perkasio. Employer Customers are provided on-site, on employer-site, and/or online.

**Services will also be delivered through the Workforce on Wheels initiative later in 2023.*

E. Timeline

- Release of RFP: Wednesday, March 15, 2023

- Bidders' Questions to be received via email to amcolyar@buckscounty.org by Wednesday, March 22, 2023
- Answers to be released and published at www.buckscounty.org by Wednesday, March 29, 2023
- Proposal Due Date: Wednesday, May 3, 2023 by 3:00 PM.
- Award of Contract: **Anticipated** Thursday, June 1, 2023
- Planning Meetings: May and June 2023
- Contract Start Date: July 1, 2023

SECTION IV: 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 Bucks County WED to execute a contract with any respondent. 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. 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:

- 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, 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 Bucks County WED upon submission. 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.
- 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 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
- Demonstration of innovative or promising practices in serving Youth
- Successful negotiation of any changes to the proposal required by 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 www.paworkforce.state.pa.us for a complete copy of the Workforce Innovation and Opportunity Act.

D. ORGANIZATIONAL FISCAL REQUIREMENTS

The 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 the 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.
- 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.
- 10) **Cyber Liability** is required when a vendor's system/software reaches into the County's system(s). Department must provide, in layman's terms, that the contract/purchase is for, the dollar amount of the contract, and what potential harm could happen to the County so a determination on the proper Aggregate Limit can be made.
- | | |
|-----------------|--------------|
| Aggregate Limit | \$2,000,000. |
|-----------------|--------------|

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 participants and staff 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 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 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 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 Bucks County WED. Any decision regarding the resolution of the grievance may be appealed to 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 Bucks County WED no later than five (5) working days after the notice of awards is postmarked.

H. COOPERATIVE PROGRAM PARTICIPATION & MONITORING

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 US Department of Labor, PA Department of Labor and Industry, and/or the PA Department of Public Welfare.

The Contractor must work cooperatively with all frontline staff members of Bucks County WED representative organizations, including PA CareerLink® Bucks County, and must be prepared to report on the program and its performance at quarterly PA CareerLink® Bucks County Operating Partners 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 V: EVALUATION CRITERIA AND PROCESS

1. The Review Committee will evaluate proposals that meet the general criteria established by the RFP. The Review Committee consists of Bucks County Workforce Development Board members and other knowledgeable individuals appointed by Bucks County WED. The

proceedings of the Review Committee are confidential. Members of the Review Committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.

2. Through this review and evaluation process, each member of the Review Committee will evaluate each proposal to assess the quality of the proposed services and activities.
3. Upon review and evaluation of proposals, the above group will then meet to discuss each proposal and to discuss the combined rating sheet that is based on the average scores of each Review Committee member. Cost and budget data will be reviewed separately from technical information.
4. During the evaluation process, the Review Committee may, at its discretion, request any one or all proposers to make formal presentations. Such presentations will provide proposers with an opportunity to answer any question the Review Committee may have on a proposal. Not all proposers may be asked to make such presentations.
5. Upon conclusion of the review and evaluation process, the Review Committee will vote and recommend their selected Provider to the Executive Director of Bucks County WED. A recommendation will be made to the Bucks County Workforce Development Board of Directors for approval.

A. Notification of Award

It is expected that final approval of a contractor or contractors will occur during a convened meeting of the Bucks County Workforce Development Board of Directors. Proposers will be notified of their approval or rejection as soon as possible. If necessary, contract negotiations will be performed. The purpose of the Contract negotiations is to arrive at a common understanding of contract essentials such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. The Contract, consisting of standard contract provisions, will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary. The selected Contractor must be prepared to begin the hiring and transition process as soon as the Contract is executed so that all services are ready to begin on July 1, 2023.

B. Compliance with the Law and Conflict of Interest

The selection of a contractor shall be accomplished in compliance with the relevant rules, regulations, and directives. Each Contractor is required to comply with the requirements of all applicable Federal, state, and local laws, ordinances, rules, regulations, and amendments.

Bucks County WED and any entity or persons who themselves or whose organization will gain financially as a result of a Bucks County WED decision to subcontract a particular function,

service, and/or activity of the program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.

When procurement of services and/or activities is discussed at a Board or Committee meeting, all potential proposers will be asked to leave the meeting during that discussion. Potential proposers who do not leave will be disqualified from bidding.

C. Disclosure of Proposal Contents

All proposals/bids and other material submitted becomes the property of the County and may be returned only at the County's option. Information contained in the proposals/bids will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws public records are required to be open to reasonable inspection and reproduction. All proposal/bid information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a Notice of Intent to Award is issued. Thereafter all proposals/bids will become public information; subject to inspection and reproduction in accordance with the PA Right to Know Law (Act 3 of 2008), unless otherwise exempt under the Act. Copies of said public records may be made in the Purchasing Department at a cost to the requesting party of \$0.25 per page.

Notwithstanding any terms or conditions contained herein, Consultant/Vendor agrees to comply with all Local, State and Federal laws and regulation. Consultant/Vendor specifically agrees to produce all documents that may be subject to public disclosure pursuant to the Pennsylvania Open Records Law.

Material considered confidential by the proposer must be clearly identified and the proposer must include a brief statement justifying the basis for confidentiality and how this information meets the criteria of Section 102 of the PA Right to Know Law. It is the Vendor / Consultant's duty and obligation to provide the County with a redacted copy of the proposal documents at the time of proposal submission, which it deems to be confidential and proprietary. Failure to do so shall be deemed the Contractor's explicit consent for the County to provide an unredacted copy of the proposal in response to an applicable Right to Know request. The County reserves the right to request further information from the proposer regarding the basis for confidentiality and further reserves the right to make its own confidentiality determinations in compliance with the Right to Know Law.

Trade secrets and other proprietary data contained in a proposal may be held confidential if such data meets the definitions of confidential proprietary information and/or trade secrets under Section 102 of the Right to Know Law. Material considered confidential by the proposer must be clearly identified and the proposer must include a brief statement that sets out the reasons for the confidentiality and how this information meets the criteria of Section 102 of the law.

D. FORMS, ASSURANCES, AND CERTIFICATIONS

ADMINISTRATIVE AND MONITORING REQUIREMENTS

The Review Committee and/or the Bucks County Workforce Development Board will review and approve all proposals. A contractual agreement authorizing the administration and operational requirements incumbent upon both parties will be negotiated.

Bucks County WED reserves the right to conduct a pre-award review of the Proposer's administrative standards and procedures to ensure that these are in general agreement with the procedures prescribed by federal and state regulations. Bucks County WED also reserves the right to review these procedures to ensure they are adequate for the accountability of the funds to be distributed under the Contract.

Funding—initial and continuation—of all programs/services is subject to the availability of funds.

Bucks County WED reserves the right to monitor and audit all projects at any time for compliance with accounting procedures, participant utilization, equal employment opportunities, and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, the Pennsylvania Department of Labor and Industry and any other source of funding as required.

Section VI: PROPOSAL INSTRUCTIONS

A. General Format

1. Proposal Narrative is limited to fifteen (15) single-spaced pages with a font size of no less than 12 and margins no smaller than one inch. Project Management Narrative is limited to six (6) single-spaced pages with a font size of no less than 12 and margins no smaller than one inch. Pages must be numbered. Charts and other attachments are not included in the 15-page limit.
2. When preparing your proposal, restate the question (in the order presented in this document) and provide your response directly below the question. This will allow the Review Committee to quickly determine whether or not you have responded to the question without looking for responses that may be embedded into paragraphs of text.
3. To be considered, proposers must submit a complete proposal and respond fully to all requirements using the format provided. Failure to submit a complete proposal and/or respond fully to all requirements may cause the entire proposal to be rejected.

B. Items to be Submitted

Proposals are to be assembled with each of the following components in the order listed:

1. **Proposal Transmittal Form (Attachment A)** must be completed in full. Do not leave any items blank.
2. **Executive Summary** must include a two-page summary of both your Program Narrative and Project Management Narrative. Use the required one-inch margins and minimum 12-point font.
3. **Past Performance Measurements and Demonstrated Effectiveness (Attachment B)** if you previously operated similar program(s), answer in the affirmative and indicate the most recent or most relevant period on the form. If applicable, provide a copy of the two most recent official monitoring reports from the WIOA program(s) or similar program you currently operate or have previously operated. Include your organization's response to those monitoring reports. Provide a copy of the year-end performance reports for the prior two years from the WIOA program(s) or similar program you currently operate or have previously operated.
4. **Program Narrative** must include a detailed description of the services and activities to be performed for the WIOA Title I Services as your proposal has designed. Respond to all prompts in the order asked.
5. **Management Narrative** must include a detailed description of your organization's capacity to administer comprehensive WIOA Title I Services to Job Seekers and Employers, as well as your financial ability, capacity, and experience. Respond to all prompts in the order asked.
6. **Financial Documents** must include **Budget Proposal for PY23 and PY24 (Attachment C)** and **Personnel Detail (Attachment D)**.
7. **Personnel Policy Statements** must include the following:
 - a. Description of Proposer's participant grievance process
 - b. Explanation of how customers are informed of the Grievance Policy
 - c. Description of Proposer's efforts to assure nondiscrimination in service provision and staff hiring decisions
 - d. Description of the measures taken to ensure the confidentiality of customers
 - e. Information and HIPAA regulations and ramifications for policy violation
 - f. Proposer's Confidentiality Policy
 - g. Description of Proposer's Sexual Harassment Policy and ramifications for violations
 - h. Proposer's Equal Opportunity Policy Statement and complaint procedure

- i. Proposer's Grievance Policy

8. **Compliance Checklist (Attachment E)** must be completed and signed.

9. **Three references who can verify your proven ability to operate programs of this scope** (Include organization name, contact name and title, address, phone number, and email address)

C. Program Narrative Prompts

Responses to the areas below must be made in accordance with the specifics listed in the previous and applicable sections of this RFP. Use the previously described question and answer format that includes required one-inch margins, minimum 12-point font, and a maximum of 15 single-spaced pages. Leveraging of resources may be described.

A. Previous Experience

1. Please describe your organization's mission and any previous or current experience in a service-integrated setting.
2. Describe your WIOA and/or related experience and capability to serve customers from varied backgrounds, including veterans, older individuals, individuals with low literacy levels, individuals with disabilities, those with limited English proficiency, recipients of public assistance, single parents, youth, and returning citizens/ex-offenders. In addition, describe your experience and capability to serve customers with few or no barriers to employment, who may have advanced degrees, and who may have significant high-level employment histories.
3. Explain what areas of your program have been most successful in helping the various groups to reach their employment goals.

B. Coordination of WIOA Title I Program Activities with Local Business, Industry, and Labor Organizations

1. Describe how the proposed WIOA Title I activities will be coordinated with business, industry, labor organizations, and economic development partners in the local and regional area.
2. Describe your business development experience and capability to serve employer customers from various sizes, scopes, and industries.
3. Describe your organization's previous or current experience serving the business community, using local and regional Labor Market Information, providing job

development and workforce solutions to businesses, and your understanding of the Bucks County workforce needs from an employer's perspective.

4. Describe how your services will meet the workforce development needs of local Employers.

C. Community Outreach and Capacity of the Proposer to Collaborate in the Provision of Services

1. Describe your experience and capacity to collaborate with other community agencies to provide services to customers beyond the PA CareerLink® Bucks County's scope.
2. Describe how you will coordinate outreach efforts with PA CareerLink® Partners and other agencies.

D. Staffing

Adequate staffing and a strong infrastructure are critical to the delivery of services.

1. Describe your direct customer and support staffing plans, including:
 - a. Explain the composition of staff, including the number of staff that will initially be employed to provide direct customer services, such as case managers, Business Services Team job search, and job placement staff.
 - b. Explain your support staff configuration and general duties.
 - c. Explain your staffing configuration in support of PA CareerLink® Bucks County.
2. Specifically describe your anticipated supervisory staff structure, including:
 - a. Staff levels needed for effective supervisory and service delivery functions, including your proposed lines of authority and responsibility.
 - b. Proposed supervisory structure and relevant qualifications of key staff to perform the WIOA services, including technical, educational, and work background.
 - c. Describe your management philosophy and the general duties of your supervisory and lead staff.
 - d. Identify the WIOA Manager to serve as a liaison between the WIOA Title I Services Provider and the Bucks County WED (who will also serve on PA CareerLink® Bucks County's Management Team). Provide a job description of

the WIOA Lead. Include a resume if applicable or explain how the position will be filled.

- e. Provide job descriptions and qualifications for each position that will be funded, including the minimum qualifications for all staff. If you currently have staff to serve in the WIOA program, please enclose a resume for each and indicate to which position that staff will be assigned.
3. Describe your plan to maintain a significant percentage of direct services staff members who are multilingual.
4. Describe how you will be flexible with staffing levels with the ability to shift staff responsibilities and hours in order to ensure effective coverage.
5. Explain what staff training and development will be made available.
6. Outline the experience, education, and background requirements of staff to substantiate the quality and integrity of the activities you will offer.
7. Attach an organizational chart of the proposed structure.

E. Integration of Services into the PA CareerLink® Bucks County

As stated throughout this RFP, there can be no stand-alone programs in a successful PA CareerLink®. The Partners are interdependent upon each other to provide quality programs and services that benefit the customers they serve. Describe how WIOA Title I services will be integrated into PA CareerLink® Bucks County, including the following specific information:

1. Plans to coordinate and work interdependently with other organizations in the PA CareerLink® Bucks County system to ensure the employment and training needs of customers are being met and job seekers are qualified to join the workforce, and Employer customers are adequately served by all Partners.
2. Proposed special arrangements between the WIOA Title I Services Provider and other organizations or employers designed for the benefit of job seekers.
3. Plans to coordinate and assimilate all functions, including specific planned activities in support of the PA CareerLink® Bucks County.
4. Describe the workshops or related activities that will be offered as part of career services to all customers.

F. Program Design and Service Delivery

1. Describe the experience a Job Seeker customer will have according to your plan of service, beginning at the time of entry into PA CareerLink® Bucks County through post-employment services. Be as specific as possible in describing the flow, understanding that individuals' needs vary. Include:
 - a. Proposed career services that will be provided. Be specific when describing all the WIOA and integrated activities to be performed.
 - b. Describe how you will ensure that customers are engaged in a continuum of activities that lead to obtaining and retaining employment.
 - c. Describe your case management and follow-up activities in support of the proposed services.
 - d. Describe your services to special populations.
 - e. Describe your services to Incumbent Workers.
 - f. State how your plan will contribute to the staffing of the Career Resource Center.
2. Describe your plan to utilize assessments with Employer, Incumbent Worker, and Job Seeker customers, and explain how individuals will use the Career Readiness Certificate in training or employment activities. Describe any additional assessment tools that will be used.
3. Describe your plans to provide effective outcomes-based career counseling, supportive services, case management, and follow-up with Job Seeker customers.
4. Describe how you will address the issue of flexibility for non-traditional hours, including potential evening activities of PA CareerLink® Bucks County that are designed to meet the needs of customers.
5. Describe your job search assistance activities, including:
 - a. A description of a successful transition into unsubsidized employment, describing specific planned activities that increase the probability of employment. Describe the methods used to reinforce soft skills that are not directly related to technical skills but are necessary for obtaining and maintaining unsubsidized employment. In addition, describe in detail the services to be provided to each customer upon successful completion of a training program.

- b. Describe your plans to operate and integrate the services of a successful series of Job Search and Computer Literacy workshops. Be as specific as possible.

G. Business Services

1. Describe the business networks in place to ensure unsubsidized job placement and retention.
2. Describe the outreach and marketing approach you will take to promote all Employer services.
3. Describe the strategy you will employ in penetrating new business markets.

H. Tracking, Performance Measures, and Monitoring

1. Describe the process for accurate and timely data entry of customer information into CWDS as well as the in-house data management system. Who will be charged with this task? What is your on-site and off-site (centralized) capacity?
2. To ensure program compliance and performance, an effective management system must have a process that verifies progress in attaining established performance objectives. Describe the system you will use to monitor and verify that performance measures will be met.
3. Describe the following relative to performance measurements:
 - a. Demonstrated commitment to achieving and surpassing all mandated performance measures.
 - b. Identification of additional performance indicators to measure WIOA program impacts and evaluate success.
 - c. Evaluation methods for tracking and ensuring that all required performance measures are met or exceeded.
 - d. Internal systems to identify operational problems and take appropriate corrective action to improve performance issues as necessary.
4. Contractors are expected to participate in continuous self-improvement. Describe your monitoring plan, current continuous improvement process, and available professional development activities to staff.
5. Describe your plan and commitment that enables Bucks County WED staff to maintain regular, ongoing personal contact and communication with WIOA Title I

Services Provider staff and, as needed, with customers at all locations. Describe your plan and commitment that enables the PA CareerLink® Bucks County Site Administrator effective functional supervision over staff and operations.

I. Transition Planning (if applicable)

1. Describe your transition plan by addressing the following:
 - a. Commitment to accomplishing a smooth transition that may include the interview and consideration of existing contractor staff who may be displaced as a result of this RFP.
 - b. Plan for working with Bucks County WED and PA CareerLink® Bucks County to notify customers, providers, and other community organizations about changes if necessary.
 - c. Plan for providing uninterrupted WIOA services and activities to customers.
2. Please describe your transition timeline.

D. Management Narrative Prompts

Use the previously described format that includes required one-inch margins, a minimum 12-point font, and a maximum of 6 single-spaced pages.

A. Organizational and Financial Ability and Experience

Provide a complete and detailed description of the following items:

1. Type of organization and what the key strengths of the agency are, including capacity, capability, and experience for operating state and federally funded employment and training programs.
2. Experience of the organization in providing WIOA and/or related training programs and/or program services/activities as it relates to services you plan to provide under your proposed Contract.
3. Organization's supervisory capacity to manage contractual agreements and communicate effectively with PA CareerLink® Bucks County Partners and Bucks County WED.
4. Capacity to manage federal, state, and local funds. The organization must explain how such funds will be administered in accordance with its current financial management operating system. Identify key staff by name and outline qualifications. Describe how you will ensure the line-item contractual limits are not exceeded.

5. The method used to monitor actual expenditures to budget amounts by cost category and line-item expense.
6. Procedures to ensure the accounting records are supported by source documentation for each transaction.
7. Your system of internal control ensures no fraud or abuse takes place.

B. Organizational Administration

The Proposer must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with the ensuing Contract. The selected Contractor will be required to assume full responsibility, including local area performance and all risks and hazards for appropriate WIOA funding streams, services, and activities identified in this RFP.

1. Provide an overall organizational chart showing your organization's management and staffing structure demonstrating how each facility and service area will be served. Include how your organization will communicate with Bucks County WED.
2. Describe how all off-site positions funded by the Contract contribute **directly** to the operation of PA CareerLink® Bucks County WIOA Title I Services Provider functions.
3. Identify fiscal and management staff by including a thorough description of their demonstrated technical competence, skills in management and administration, and professional experience within your organization to accomplish the proposed WIOA program training, services, and activities.
4. Identify fiscal and management staff positions your organization intends to hire if awarded this Contract. Include a thorough description of the qualifications and demonstrated skills required of the staff filling those positions.
5. Describe the organization's ability to contract and implement the fiscal monitoring and payment of individualized, on-the-job, and incumbent worker training contracts.

C. Reporting Requirements Capability

As outlined in the RFP, the selected Contractor must demonstrate the ability to be compliant with WIOA program reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.

The selected Contractor will be required to provide various financial and performance reports to PA CareerLink® Bucks County Partners, the Site Administrator, and Bucks

County WED on a weekly, monthly, quarterly, and annual basis in such detail and on such forms as required by Bucks County WED.

1. Describe in detail your Information Technology (IT) capacity to administer reporting requirements, data reconciliation, and ability to input data accurately into CWDS and in-house data systems as outlined in this RFP.

D. Financial Systems

The following information must be provided in addition to the Budget Proposal.

Complete the information below to determine the need of the proposing organization to undergo an organization- wide or program- specific audit.

1. Indicate \$0 if no federal funds have been received or anticipated to be expended in the future. If the proposing organization's federal funding levels fall within OMB circular guidelines necessitating an audit, it is the responsibility of the proposing entity to have one performed in accordance with the circulars.
 - a. Total federal funds your organization received during the period July 1, 2022 through June 30, 2023.
 - b. Total federal funds your organization received or expected to be received during the period July 1, 2023 through June 30, 2024.
 - c. Total federal funds, excluding this proposal, your organization plans to expend during the period July 1, 2023 through June 30, 2024.
2. Describe the cost allocation plan and process used by the organization to distribute both direct and/or indirect shared costs to the funding source that benefits from incurred expenditures. Identify the allocation base or method of documentation used in this process. Attaching a copy of your written Cost Allocation Plan (CAP) that is audit compliant is acceptable.
3. Please include an auditor's opinion of the equitableness of the CAP. Please indicate if you are attaching a CAP.
4. Attach the following documents:
 - a. List of the organization's Board of Directors (if applicable).
 - b. A copy of bonding agreements. All persons authorized to receive and/or deposit, and/or issue financial documents or instruments of payment of WIOA and other

funds received from Bucks County WED must be bonded for the higher of \$100,000 or an amount equal to the highest check during the immediately preceding grant year or planned for the current year.

- c. A certification letter signed by the legal authorized signatory of the proposing organization that the financial system and its management will account for and control the use of funding sources financing this proposal in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) circulars, and all other rules and regulations governing these funds. This must include a statement to the effect that the organization understands the audit and audit resolution requirements as detailed in the OMB circulars. The letter should provide assurances that expenditures will be competitive, be cost-efficient, and have a direct benefit to the program.
- d. Describe current financial management credentials & experience; plan for managing, budgeting, and billing.
- e. Demonstrate financial viability with a statement of cash on hand and/or a line of credit with a financial institution.
- f. The most recent comprehensive audit report, preferably prepared by an independent Certified Public Accounting firm. Please include copies of the Management Letter and Corrective Action Plan if issued with the most recent audit.
- g. Cost Allocation Plan opinion from your cognizant federal agency if requested.

E. Financial Documents & Budget Proposal

INSTRUCTIONS: Indicate planned project expenditures for the period of this agreement. Expenditures must conform to the cost definitions for allowable administrative and program costs and activities defined by the Workforce Innovation and Opportunity Act. **Annual budget modifications will be made to this agreement.**

PA CAREERLINK® OPERATING BUDGET SUMMARY: The successful Proposer will become an Operating Partner of PA CareerLink® Bucks County. As one of the Operating Partners, the Service Provider agent helps determine the yearly operating budget and is responsible for its proportionate share of the operating expenses. The proportionate share is based on the total amount of Full-Time Employees ("FTE") the Provider has on-site. The Service Provider must incorporate the RSAB into their WIOA budget to determine the total yearly budget. Historically, the annual cost per FTE is approximately \$17,500. For illustrative purposes, recent costs for WIOA Title I Service Providers are listed below:

LINE ITEM	RSAB PY2021	RSAB PY2022
Facilities	\$ 355,000	\$ 333,654
Rent - Shared	\$ 267,260	\$ 150,204
Rent - Direct (UC, DCED, DHS, TRADE)	\$ 45,940	\$ 44,628
Utilities	\$ 40,800	\$ 34,100
Building Operating Expense	\$ 1,000	\$ 104,722
Operations	\$ 145,830	\$ 149,081
Janitorial Supplies	\$ 5,500	\$ 3,500
Information Technology - Software	\$ 500	\$ 500
Office Supplies	\$ 10,000	\$ 7,500
Equipment Non-Capital	\$ 1,500	\$ 2,500
Postage	\$ 1,100	\$ 600
Security (1)	\$ 45,600	\$ 70,000
Outreach	\$ 2,500	\$ 3,000
Printing / Reproduction	\$ -	\$ 2,000
Equipment - Postage and Copier Machines	\$ 7,020	\$ 7,000
Information Technology - Technical	\$ 51,300	\$ 12,096
Information Technology - Licenses	\$ -	\$ 20,160
Professional Services	\$ 5,300	\$ 4,500
Permits	\$ 450	\$ 225
Telephone / Internet	\$ 15,060	\$ 15,500
Personnel/Services	\$ 179,325	\$ 189,501
Site Administrator or Operator	\$ 110,900	\$ 114,227
Site Administrator or Operator - Telephone	\$ 600	\$ 600
One Stop Fee	\$ 16,500	\$ 16,500
One-stop Center Receptionist	\$ 47,450	\$ 48,874
Joint Staff Training/Development	\$ 1,875	\$ 7,500
Travel	\$ 2,000	\$ 1,800
Total Budget	\$ 680,155	\$ 672,236

(1) Security budget for PY22 Covered by Relocation Grant.

All proposers must complete and submit **Budget Proposal for PY23 and PY24 (Attachment C)**. The budget is a basis for cost comparison purposes. Please note that costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation of the proposed WIOA Title I activities and must be comparable to the charges for similar program services and activities in the area. This process will be followed for each program year procured in this RFP. Proposers must fully comply with the requirements of all federal and state regulations applicable to welfare programs.

Allowable Costs and Activities: Costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation as the Title I Operator. Additionally, costs should be comparable to the charges for similar goods and services in the area and not be a general expense required to carry out the overall responsibility of the government or Contractor. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, published on December 26, 2013 by the Office of Management and Budget.

Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

ATTACHMENT A

**BUCKS COUNTY DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT
PROPOSAL TRANSMITTAL FORM
Page 1 of 2**

WIOA Title I Services Provider July 1, 2023 to June 30, 2025

Organization: _____

Address/City/Zip: _____

Phone: _____ Fax: _____ Website: _____

Contact Person: _____ Title: _____

Email Address: _____ Total Funds Requested: _____

- Administrative: _____ (Percentage of total budget)
- Program: _____ (Percentage of total budget)

TYPE OF ORGANIZATION (check all that apply)

_____ School District
_____ Local Educational Agency Governmental: ___Federal ___State ___Local
_____ Community-Based Organization
_____ Private For-Profit
_____ Private Not-for-Profit
Other (Specify) _____

IRS Number or Employer Identification Number _____

Legal Authority for Organization _____

Number of Years in Business _____

The proposing organization certifies that, to the best of its knowledge and belief, the data supplied in this application/proposal is true and accurate. The organization agrees to comply with all local, state, and federal regulations if a contract is awarded.

BUCKS COUNTY DEPARTMENT OF WORKFORCE & ECONOMIC DEVELOPMENT
PROPOSAL TRANSMITTAL FORM
 Page 2 of 2

Outcome-Based Performance Measures to be Addressed & Percent/Number/Goal to be Achieved:

1. Adult Customer Entered Employment: _____
2. Adult Six-Month Job Retention: _____
3. Adult Six-Months Earnings: _____
4. Adult Credential Attainment: _____
5. Dislocated Worker Customer Entered Employment: _____
6. Dislocated Worker Six-Month Job Retention: _____
7. Dislocated Worker Six Months Earnings: _____
8. Dislocated Worker Credential Attainment: _____
9. Other (Please specify) _____:
10. Other (Please specify) _____:
11. Other (Please specify) _____:

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 Workforce Development Board, Inc.) 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: _____

Typed Name: _____

ATTACHMENT B

PAST PERFORMANCE MEASUREMENTS AND DEMONSTRATED EFFECTIVENESS

Has your organization ever operated a program similar to the WIOA Title I Adult/DW/Business Services 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: _____

ATTACHMENT C

Company Name

WIOA TITLE I SERVICES RFP BUDGET PROPOSAL

County of Bucks Workforce & Economic Development

July 1, 2023 - June 30, 2025

Administrative Staff	Year 1	Year 2	Notes	Contract Totals
Name or Position				
Salary	\$ 1.00	\$ -		\$ 1.00
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Admin Salary & Fringe Totals	\$ 1.00	\$ -		\$ 1.00
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)	\$ -	\$ -		\$ -
Administrative Operations Totals	\$ 1.00	\$ -		\$ 1.00
ADMINISTRATIVE TOTALS	\$ 2.00	\$ -		\$ 2.00

Program Staff	Year 1	Year 2	Notes	Contract Totals
Name or Position				
Salary	\$ 1.00	\$ -		\$ 1.00
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Salary	\$ -	\$ -		\$ -
Fringe	\$ -	\$ -		\$ -
Staff Salary & Fringe Totals	\$ 1.00	\$ -		\$ 1.00
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)	\$ -	\$ -		\$ -
Program Operation Total	\$ 1.00	\$ -		\$ 1.00
PROGRAM TOTALS	\$ 1.00	\$ -		\$ 2.00
GRAND TOTALS	\$ 2.00	\$ -		\$ 4.00

ATTACHMENT D

PERSONNEL DETAIL: PROGRAM PERIOD: JULY 1, 2023 – JUNE 30, 2025

List key positions included in the total amount of salaries requested in your budget, including matching funds if applicable.

Position Title or Employee Name	Annual Salary	% Charged to WIOA Grant	Amount Charged to WIOA Grant	Amount Charged to Match Funds
Total Staff				

ATTACHMENT E

COMPLIANCE CHECKLIST: WIOA TITLE I SERVICES PY23

Upon award of Contract, 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 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 Americans 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 must be included in Contractor's monthly invoices, including the specific itemization of staff time charged to WIOA Title I contracts.

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:

- | | |
|---|-------|
| <input type="checkbox"/> ADA Compliance Certification | _____ |
| <input type="checkbox"/> Single Audit Act; OMB Circular A-133, Compliance | _____ |
| <input type="checkbox"/> Debarment, Suspension & Ineligibility Documentation | _____ |
| <input type="checkbox"/> Certification Regarding Disclosure of Lobbying Activities | _____ |
| <input type="checkbox"/> Drug-Free Workplace Certification | _____ |
| <input type="checkbox"/> Compliance with Section S504 of the Rehabilitation Act of 1973 | _____ |
| <input type="checkbox"/> Equal Opportunity Employer Certification | _____ |
| <input type="checkbox"/> Copy of Latest Audit | _____ |
| <input type="checkbox"/> Insurance Certificate listing the County of Bucks | _____ |

Name of Organization: _____

Authorized Signatory: _____

Title: _____ Date: _____