



**Advance
Central PA**
Linking People & Business

IN-SCHOOL YOUTH SERVICES

TANF Youth Development & Workforce Innovation and Opportunity Act (WIOA)
Title I In-School Youth Programming

Request for Proposals for the Central Region

Centre · Clinton · Columbia · Lycoming · Mifflin · Montour · Northumberland · Snyder · Union

Issue Date: October 27, 2021

Submission Deadline: November 29, 2021

The enclosed specifications may be modified as required per the United States Department of Labor, the Pennsylvania Department of Labor and Industry, the PA Department of Human Services, the Advance Central PA Workforce Development Board or Local Elected Officials Board without prior notice to Proposers.

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Section 1: Introduction

Advance Central PA

Central Pennsylvania Workforce Development Corporation (CPWDC), doing business as Advance Central PA, is a 501(c)3 nonprofit organization formed in 1999 and is a local Workforce Development Board (WDB) authorized under the Workforce Innovation and Opportunity Act of 2014. The Central Region Local Workforce Area includes Centre, Clinton, Columbia, Lycoming, Montour, Mifflin, Northumberland, Snyder and Union counties (referred to as Central Region).

Designated as a WDB, Advance Central PA is the grant recipient and administrator of these and other employment and training funds received for programs operated throughout the Central Region. Advance Central PA has a federal mandate to be the lead organization for workforce development planning and to arrange for a system of service delivery that meets the workforce needs of youth, jobseekers, and business alike. Advance Central PA is responsible for developing and implementing strategies around a broad workforce development agenda. Advance Central PA's diverse partners in the workforce development system range from public agencies, to private and non-profit businesses, to education and training providers including secondary schools, to community and economic development partnerships, to job seekers using the PA CareerLink® system, and young people.

Advance Central PA is governed by a private-sector led Workforce Development Board (WDB) representing diverse sectors in business, labor, community development, and education. Further, one commissioner from each of the nine counties in the Central Region serves on the Local Elected Officials Board (LEO) with specific governance and oversight. All are dedicated to increasing the quality and accessibility of services for businesses, job seekers, and young people.

Among numerous workforce development initiatives of Advance Central PA are programs designed to serve youth to help them develop career goals, realize their potential, increase their skills, experience work first hand, and ultimately start their journey on a career pathway to a bright, stable future. To that end, Advance Central PA funds programming for in-school youth using a youth allocation from TANF Youth Development (TANF YD) funds and Workforce Innovation and Opportunity Act (WIOA) Title I Youth funds.

Advance Central PA is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

TANF Youth Development

The Pennsylvania Department of Human Services partners with the Pennsylvania Department of Labor & Industry to allocate and oversee the TANF Youth Development (TANF YD) grants. The core program elements (described herein) defined by WIOA are woven into the allowable and encouraged activities for TANF qualified youth and are highly valued by Advance Central PA. Funds are meant to ensure high-quality workforce development activities are available to low-income youth. TANF YD eligibility requirements include verification of low-income status. The most recent TANF YD Program Manual (2021-2022) and accompanying attachments is available at the following website with an issue date 04/13/2021:

<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/Pennsylvania's-Workforce-System-Directives.aspx>

Workforce Innovation and Opportunity Act (WIOA)

The federal Workforce Innovation and Opportunity Act was signed into law on July 22, 2014. The Act can be accessed at: www.doleta.gov/WIOA. WIOA Final Rules resources are available at: <https://www.dol.gov/agencies/eta/wioa/regulations>. Title I of WIOA provides for comprehensive programs for eligible in-school youth and also emphasizes the streamlining of services and improvements to youth programs including strong required connections between academic and occupational learning. In addition, WIOA places a strong emphasis on Career Pathways, as defined in WIOA Section 3 (7) and additional

Common Measures of performance that include employment rates, median earnings, credential attainment and measurable skill gains. Providers must comply with WIOA and its regulations.

Title I In-School Youth are defined as eligible youth who are attending school, including secondary or post-secondary; they must be between the ages of 14 and 21 at the time of registration, are low income, and meet one or more other barriers further defined in this RFP.

Advance Central PA's Plan for Leveraging TANF YD and Title I Youth Funds to Serve In-School Youth

Advance Central PA's mission for in-school youth programming is to reach young adults while they are still connected to secondary schooling and proactively help them prepare for transition to employment, post-secondary education or training, or the military. This is accomplished via individualized services for TANF YD eligible youth and broad services for school districts and groups of students.

Three levels of in-school youth programming are allowable as follows. A combination to include all three is strongly encouraged. At a minimum Comprehensive Programming or Specialized Programming must be proposed along with Outreach Programming. Regulations for the specific funding stream being used for program service delivery must be strictly adhered to at all times.

1. Comprehensive Programming

Comprehensive programming is a long-term ISY program design focused on enrollment of eligible TANF YD students from priority school districts that will be proposed by the respondent, and is designed to see youth through graduation to placement. Comprehensive programming is holistic, requires an individual service strategy defined herein, and ensures all youth have ready access to a full menu of individualized, but structured services. Students may be enrolled for a specified period of time in the proposal and are all eligible for a required one year of follow-up after placement. Highly valued service delivery includes individualized case management and strategy development, intentional plans to eliminate/overcome existing and anticipated barriers, a focus on career awareness and exploration, structured and relevant paid work experiences, and connections to/services to increase competencies such as executive thinking skills, leadership, and academic achievement. Eligible youth should be served based on individual skills, needs, and goals; all will be at different stages of ability to reach those goals.

2. Specialized Programming

In addition to the long-term comprehensive programming, specialized services, a design focused on specific program elements including paid work experience opportunities may be proposed. Specialized programming is for eligible TANF YD youth only but unlike comprehensive programming, the planned services and activities might be shorter in length and may not see a senior through to graduation or placement, though must certainly be linked to success in both those milestones. Though programming is focused on a particular program element, the full complement of WIOA Youth Required Program Elements must be readily available to registered eligible youth as needs present or are anticipated. Individualized case management is required no matter the focus of the design. Paid work experience is highly valued.

3. Outreach Programming

Advance Central PA's goal is to have maximum positive impact for all schools and provide resources, support, and a menu of services to that end. The selected provider will have a plan to ensure all districts in Central PA are aware of the available youth and PA CareerLink® services and can utilize them. For example, services may include: group activities related to employment and/or workforce preparation skills, coordination services for career fairs and awareness events, resume and mock interview workshop facilitation for seniors, drop-out aversion activities, etc. Youth do not

need to be eligible. Programming models that include collaboration with local school districts and service delivery aligned with workforce related goals defined by the Pennsylvania Dept. of Education are required along with a plan for flexibility to meet the needs of students and districts in an ever-evolving secondary school environment with a purpose of serving Central WDA school districts and the overall student base.

Program Locations/PA CareerLink® Locations

Providers will be partners in the Central Region PA CareerLink® network. Associated costs for one Full-Time Equivalent (FTE) within these facilities are pre-determined and must be included in the proposed budget for any program staff who will be based in the sites. Staff may also be based in local school districts, in which case FTE costs will be pro-rated for the months in which those staff are on-site at a PA CareerLink®, such as summer months or if schools are remote. PA CareerLink® locations are as follows:

PA CareerLink® Centre County, 240 Match Factory Place, Bellefonte

PA CareerLink® Clinton County, 8 North Grove Street, Suite F, Lock Haven

PA CareerLink® Columbia/Montour Counties, 415 Central Road, Suite 2, Bloomsburg

PA CareerLink® Lycoming County, 329 Pine Street, Williamsport

PA CareerLink® Mifflin County, 6395 SR 103 North, MCIDC Plaza, Building 58, Lewistown

PA CareerLink® Northumberland/Snyder/Union Counties, 225 Market Street, Sunbury

Purpose of Request for Proposal

Advance Central PA, through this RFP, competitively seeks one or more qualified providers to deliver comprehensive and specialized programming to eligible in-school youth in addition to services to schools and students, referred to as outreach services programming.

The overall goal of all programming will be to help youth take charge of the trajectory of their lives through services such as career awareness, assessment, development of meaningful goals, skills attainment, mentoring, leadership development, and first-hand exposure to work experiences and employers. Youth will attain their goals and the provider will meet outcomes.

Advance Central PA seeks a provider for the following counties: Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union who will offer program services to a broad demographic with targeted recruitment for comprehensive services to TANF YD eligible youth within school districts determined to have the most significant need across the region. The provider may focus recruitment of TANF YD eligible students for comprehensive services and/or specialized services from across the Central Region and will also serve as an extension of local school districts by supporting administration, teachers, and groups of students with workforce needs.

This request may use the singular form of proposer, provider, etc. although Advance Central PA may choose to select more than one proposal/provider. Advance Central PA will determine the number of contracts awarded based on proposals received.

Funds released through this RFP will be contracted to provide in-school youth programming in the Central Region from **January 1, 2022 through June 30, 2023, with an option to extend funding annually for up to three years through June 30, 2026 based on successful performance outcomes and available funding**. By submitting a proposal, an organization agrees that they must adhere to any and all Federal, State, and Advance Central PA policy changes.

Program Locations/PA CareerLink® Locations

The selected provider is required to house direct program staff at locations convenient to serving targeted youth such as schools, existing community-based youth program facilities, or other proposed locations. Current providers have worked with school districts to secure office space within the schools during the academic year. This allows staff to integrate into the school itself, be easily accessible to youth, interact

with teachers and administration, be available for school meetings as invited, foster a relationship where the school finds the program to be a helpful resource, and be a resource to all students including to increase awareness of PA CareerLink® services. Successful respondents will be expected to work with the schools from which youth will be enrolled in order to set up office space.

The provider will ensure office spaces are welcoming and youth friendly. Signage listing the schedule of the staff will be posted so students know staff availability. To the extent possible, PA CareerLink® signage should be posted along with signage that outlines the resources and services that are available to all students.

Section 2: RFP Process and Instructions for Submitting a Proposal

Eligible Applicants

Proposals will be accepted from any private for-profit entity, public or private non-profit entity, government agency, local educational agency, community-based organization, or labor organization that demonstrates the experience and/or capacity to deliver youth programs to the identified eligible youth population. The following entities are encouraged to apply: (not limited to)

- Education entities, including school districts or Career and Technology Centers (CTCs)
- Community-based organizations, social service agencies, public housing agencies, juvenile probation departments or other related programs serving youth
- PA CareerLink® partners
- Other for- or not-for-profit organizations

Eligible organizations with or without previous experience as a contractor with Advance Central PA are encouraged to submit proposals. Proposals from consortia, partnerships or other combinations of organizations are allowable, but proposals must identify one organization as the lead agency with which Advance Central PA will subcontract directly.

Proposers must agree to a provision of services and demonstrate an ability to fulfill requirements according to the attached Agreement of Basic Requirements.

Expected Timeline

RFP Released: (Available at www.AdvanceCentralPA.org)	October 27, 2021
Questions Submitted by:	Ongoing until November 24, 2021
Answers Posted by: (Available at www.AdvanceCentralPA.org)	Ongoing until November 26, 2021
Notify Advance Central PA of Intent to Submit Proposal by: (emailed to ahann@AdvanceCentralPA.org)	November 5, 2021
Proposals Due by 4:00 p.m.:	November 29, 2021
Evaluation Committee Review and Negotiations Begin:	November 30, 2021
Recommendation to Advance Central PA Workforce Development Board:	December 15, 2021
Notification on Status of Proposals:	December 16, 2020

Anticipated Contract(s) Start:	January 1, 2022
Service Delivery Start Date:	January 1, 2022

Technical Assistance

Technical Assistance will be provided through a written question and answer format. Applicants will be given an opportunity to identify specific questions and submit them in writing to Advance Central PA via email only. Questions must be emailed to:

Alexa Hann, Youth Programs Manager: ahann@AdvanceCentralPA.org.

Answers to submitted questions will be posted on www.AdvanceCentralPA.org within 4 business days of receipt. Consistent with strict procurement policies, Advance Central PA will provide no technical or program assistance to individual proposers.

Proposal Submission

Responses must be typed, using at least a 10-point font and be single sided with 1-inch margins with page numbers in the lower right-hand corner. Proposers are expected to comply with the page limitations for each section of the response as listed in proposal requirement sections of this request for proposals.

Proposals **saved as a PDF** (not scanned) or Microsoft Word document along with the **Excel Budget Form** must be submitted electronically to: ahann@AdvanceCentralPA.org with the following subject line: **RE: In-School Youth Proposal**.

Late submissions will not be considered.

Review Process

Stage 1: Advance Central PA staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria.

Stage 2: Proposals that have met the minimum criteria will then be reviewed and ranked by an Evaluation Committee comprised of members who have no fiduciary interest in competing for the TANF/WIOA Title I In-School Youth programs.

Stage 3: The recommendations of the Evaluation Committee will be presented to the Advance Central PA Workforce Development Board for approval.

Contracts will be issued directly to the selected provider by Advance Central PA. It is anticipated that a cost reimbursement contract will be awarded as a result of this RFP solicitation; provider will be reimbursed actual, allowable and allocable costs not to exceed the maximums stated in the contract.

Section 3: Eligibility and Required Program Elements

Eligibility

The selected provider is responsible for ensuring and properly documenting eligibility for each TANF YD enrolled as of the contract start. Specific, defined eligibility requirements must be adhered to at all times.

Eligibility for TANF YD ISY is thoroughly described in TANF YD Program Manual (2021-2022) and accompanying attachments available at the following website with an issue date 04/13/2021:

Eligibility for TANF YD ISY must be re-established every 12 calendar months. The selected provider will be responsible for ensuring and properly documenting continued eligibility for each TANF YD youth carried over from the existing contract for services as part of providing seamless programming.

Providers must refer youth who do not meet the enrollment requirements for the program or cannot be served by the program for further assessment, if necessary, or to appropriate programs to meet the skills and training needs of the youth.

WIOA Youth Required Program Elements/TANF YD Program Elements

WIOA outlines required program elements, each of which must be made readily available to any and all enrolled youth who have a need for the program element (refer to WIOA Section 129(c)(1)(C)(2) for complete detail). TEGL 21-16 provides further clarification on the Program Elements with guidance and planning and should be referred to accordingly.

All WIOA Program Elements are allowable and encouraged according to TANF Youth Development guidelines, therefore, the following should be made available to all eligible youth in the proposed program design. It is expected that proposed programming that is comprehensive in design incorporates the full menu of program elements into the structure. In the event proposed programming is focused more on specific elements or services, it is expected there is a proposed plan to offer all elements as a need arises or an individual enrolled youth would benefit from them. A summary of the Required Program Elements follows.

1. **Tutoring, study skills training, instruction and evidence-based dropout prevention/recovery strategies**
Must lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential.
2. **Alternative secondary school services or dropout services**
3. **Paid and unpaid work experiences that have academic and occupational education as a component of the work experience**
May include summer employment opportunities and other employment opportunities, pre-apprenticeship programs, internships, job shadowing and on-the-job training opportunities.
4. **Occupational skills training**
Shall include priority consideration for training programs that lead to recognized post-secondary credentials that are aligned with in-demand industry sectors.
5. **Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster**
6. **Leadership development opportunities**
May include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, civic engagement and activities that place youth in a leadership role.
7. **Supportive services**
May include services that increase access to and opportunities for employment, education, and training needed to succeed in the labor market; needs-related payments and assistance with educational testing and accommodations.

8. Adult mentoring

Implemented during the period of participation and for no less than 12 months; must be provided by an adult other than the case manager.

Advance Central PA expects to re-launch a mentoring initiative across the Central Region. Postponed due to COVID, LIFT is anticipated to be available region-wide during the contract period and the selected provider will incorporate LIFT upon availability.

9. Comprehensive guidance and counseling

May include drug and alcohol abuse counseling as well as referrals to services provided by partner programs, as appropriate.

10. Financial literacy education

Supporting ability of participants to create household budgets, initiate savings plans, and make informed financial decisions about education, retirement, home ownership, wealth building, or other savings goals; see WIOA sec. 129(b)(2)(D) for additional activities.

11. Entrepreneurial skills training

Education and information regarding the development of small businesses.

12. Labor market information (LMI) services

Labor market and employment information about in-demand industry sectors or occupations available in the Central Region and should be incorporated into the program design elements related to career awareness, career counseling, and career exploration services.

13. Activities that help prepare youth for transition to postsecondary education and training

14. Follow-up services

The selected provider(s) will be responsible for providing 12 months of follow up for all youth who have been exited from the program. Note that contacts and brief conversations do not meet the definition of follow up services. Providers will be expected to:

- a) provide intense and on-going job retention support once the participant is employed;
- b) facilitate communication and problem resolution between employers and youth;
- c) provide immediate intervention for both the employer and participant if problems are identified at the worksite;
- d) support youth in their transition to post-secondary education; and
- e) connect youth to lifelong resources (e.g. the PA CareerLink®) for continued employment, retention and career advancement support.

Note the following are prohibited: use of funds to be used to develop or implement educational curricula for school systems; use of funds for designated school-to-work programs; and programs or activities that interfere with or replace regular academic requirements of youth.

Other Requirements/Scope of Work

Advance Central PA expects that all proposals will comply with WIOA and TANF YD requirements and additional requirements described herein. Innovative designs addressing the long-term employability, stability, and self-sustainability of in-school youth are welcome. The following list outlines general expectations of the program provider(s) regarding overall roles and expectations. This list is in addition to the requirements outlined in WIOA or TANF YD, including Service Delivery and Required Program Elements.

Note that Advance Central PA reserves the right to approve or deny, in part or full, any program model suggestions.

- **Staff**

Staff must be certified or specially trained to work with youth with employment barriers. Advance Central PA values on-going staff training grounded in proven best practices, such as Motivational Interviewing and Trauma Informed Care.

Advance Central PA will consider various staffing patterns including the use of part-time vs. full-time staff, shared staff, etc., but expects that an adequate amount of time is dedicated to the ISY program and dedicated to serving individual youth.

In the event of a change in program providers as a result of this RFP, Advance Central PA will require the selected provider to interview current staff to help determine appropriate staffing level and aid in the transition to benefit the youth on the current caseload.

The provider will adhere to all current laws including those for background checks and clearances. All staff assigned to work with youth under age 18 must have no record on the following:

- Pennsylvania State Police Request for Criminal Records Check (Act 34)
- Department of Public Welfare Child Abuse History Clearance (Act 151)
- Federal Criminal History Record

- **Assumption of Existing Caseload**

Proposers are expected to assume full responsibility for providing continued services to youth on the existing caseload, including up to 12 months of follow-up for youth who have been exited from the program.

- **Time Spent Directly with Enrolled Youth**

Proposers are responsible for ensuring a majority of each day involves staff spending time with enrolled youth facilitating quality activities including WIOA Required Program Elements, providing case management, helping youth develop and revise plans, and providing all other aspects of the program including warm referrals to partners in order to meet each individual's needs.

- **Intensive, Comprehensive Case Management**

All proposers are responsible for providing intensive and on-going case management for TANF YD enrolled youth, both during the program and follow-up phase of the program as applicable. Case management will be engaging and based on the needs of individual youth. Case management will have an approach that guides youth to recognize possible discrepancies in their thinking and lead them to determine on their own what the best course of action and next steps will be. ISY who falter off the path to goals will be encouraged to get back on track, or if needed, rethink and plan goals again. The successful proposal will incorporate formalized evidence based best practices for case management, such as Motivational Interviewing and Trauma Informed Care.

- **Data Management From Enrollment Through Exit**

TANF YD eligible youth will have data tracked in accordance with requirements outlined in the TANF YD Manual, including documentation related to eligibility qualification and planned services. In addition, Advance Central PA will require the chosen provider to collect and organize data with reports on a secure Microsoft SharePoint website and in a case file. Demographics, barriers, goals, planning, referrals, planned and provided activities, and outcomes are examples of information that the provider must accurately track in a timely manner as defined by Advance Central PA.

The Commonwealth Workforce Development System (CWDS) is the system of record for all WIOA funded programs in Pennsylvania. The provider will be required to record and track all youth activities as applicable for WIOA services in CWDS. It is the provider's responsibility to ensure on-going staff expertise and cooperation. In the event that TANF YD tracking transitions to utilization

of CWDS, it will be the provider's responsibility to quickly train staff and ensure accurate and timely data entry.

- **Case File Management**

Proposers are responsible for maintaining and securing participant case files at all times. Included in the files are regular maintenance of forms and documentation of activities. The case files will include identification and contact information, assessment information, supportive service needs, documentation of customer contacts and other forms required by Advance Central PA and the PA Department of Labor & Industry and the PA Department of Human Services. Case files are the property of Advance Central PA and must be available at all times for review. Files must be retained for three years after Advance Central PA reports final expenditures to the US Department of Labor. Advance Central PA's policy regarding personal identifiable information will be strictly adhered to at all times, including in regard to case file management. The policy can be found on Advance Central PA's website along with other documents related to this procurement:

<https://advancecentralpa.org/>

- **Career Exploration, Development, and Work Readiness Services**

The proposed design will incorporate individualized services including activities, as required, to help youth learn about who they are and how their interests, skills and experiences relate to career goals. Career exploration is valued as extremely important so that youth learn about opportunities they may not have considered or previously been aware of. Career pathway planning is an expectation.

One example of a career awareness activity currently included in offerings for ISY in Central PA is Camp STEAM- a two-week engaging, fun, and informative camp offered in person or virtually as necessitated. Camp STEAM is designed to connect STEAM learning to the workforce and future employment opportunities.

Work readiness services should include an emphasis on executive thinking skills so critical to success in the workplace. Skills such as getting along with others, time management, problem-solving, self-control, self-motivation, adaptability, and others are extremely critical skills that should be imparted to enrolled youth.

Both tested and new innovative career exploration and work readiness offerings grounded in solid strategies are welcome and highly encouraged in proposals. Specifically, the continuation of Camp STEAM is not a program requirement and is provided only as an example.

- **Paid and Unpaid Work Experience**

Paid and unpaid work experience opportunities will allow eligible youth to gain work experiences that have as a component, academic and occupational education which may include paid work experience, on-the-job training, job shadowing, internships and pre-apprenticeship programs. The provider will be expected to help youth understand more about themselves and their career goals as a result of these opportunities.

Paid work experience (PWE) is a key component to Advance Central PA's strategy to prepare youth for bright futures and successful careers. As such, the successful respondent will have a plan to incorporate PWE into the proposed design, making it available to eligible TANF YD youth. Current local policy allows for PWE 240 hours in length (typically over 8 weeks) with payment at \$10.35 per hour. Proposals may include new and different means of offering PWE, including length and payment given overall consideration of the budget. At no time may youth spend more than 30 hours in a PWE in a one-week period of time.

Both summer PWE and year-round PWE are acceptable, however the proposed plan must assure that PWE will at no time interfere with a youth's academic schedule or have a negative impact on academic success.

At no time may a PWE violate Child Labor Laws.

A successful provider will have an adequate plan to directly, or seamlessly through a partnership or subcontractor relationship, coordinate PWE for enrolled youth. The provider or an approved subcontractor is responsible for recruiting (in coordination with the PA CareerLink® Business Solutions Team (BST)), orienting and monitoring all worksites and will be responsible to follow minor wage agreements and post requirements, obtain I9 forms, parent consent forms, and assist minors in requesting and obtaining work permits.

In collaboration with the BST, providers must establish partnerships with local businesses, however, contracts for PWE will be directly the responsibility of the provider. Work site agreements are required to be in place prior to youth starting employment (including obtaining cooperative agreements with existing bargaining agreements if applicable). Participants cannot displace or jeopardize the status of current employees. The provider, or the provider's designee, will act as the employer of record for all young adults placed in PWE and will be responsible for payments to the participants, all applicable withholdings and adequate insurances to cover participating youth as well as follow-up with youth related to financial literacy/taxes.

Proposers are encouraged to think creatively about methods for offering paid and unpaid work experiences including but not limited to:

- a. Individual placements linked to career goals
- b. Team placements where a crew leader either employed by the provider or the host worksite oversees the work and teaches work readiness skills
- c. Internships where the employer pays all or a portion of the participant wages
- d. Team service learning projects where youth are led through a variety of short-term and long-term projects with multiple agencies
- e. Wrap around activities that provide academic enrichment, leadership development opportunities, mentoring and/or work readiness instruction

In addition, the provider should plan to hold in-person and/or virtual group events that provide an opportunity for youth to connect with one another and discuss what they learned from their PWE and celebrate their successes.

- **Effective Service Delivery**

Proposers should develop innovative service delivery options that:

- a. Consider youth feedback and are responsive to identified needs
- b. Include relevant opportunities for youth to meet together in groups to facilitate shared career exploration and peer support
- c. Help youth define goals in an attainable way and outline them into career pathways
- d. Encourage youth to maintain participation in the program and help them see the relevance and value to their goals
- e. Have an overall youth-centered approach so that individuals know what's in it for them and are supported throughout the journey to placement and beyond
- f. Achieve performance targets

- **Supportive Services**

Supportive services will be offered to participants who need them. The provider will be expected to seek and exhaust such services through referrals to other community organizations prior to using

WIOA/TANF YD funds. The **Youth Support Services Policy** can be found attached. Additional proposed support services are welcome.

- **Collaboration**

Proposers are expected to demonstrate ability to collaborate with partners to provide resources and services to youth including to meet their comprehensive needs, and ultimately support attainment of their goals and required outcomes in addition to performance benchmarks defined in the proposed design. Advance Central PA values a holistic youth-centered approach to program delivery including connections and referrals that are possible via collaboration.

For comprehensive programming, proposers should demonstrate evidence of collaborative partnerships including to meet the comprehensive needs of youth, and ultimately support high school graduation and the successful placement of youth in employment and/or education within one quarter of high school graduation.

- **Employer Connections through Collaboration**

Connections to employers are essential to effectively assist youth to become highly skilled and employable. Collaboration with the PA CareerLink® Business Solutions Team (BST) is essential in order to connect youth to meaningful work and to be sure provision of services are adequate to help youth become highly skilled and employable according to local industry demands. These connections should lead to placements in employment as well as meaningful exposure to the world of work with resulting measurable skill increases. Opportunity to experience relevant and realistic career exploration, job shadowing, internships, mentoring, paid work experience, volunteer opportunities, and ultimately, sustainable employment all require a connection to the BST.

Advance Central PA will require the selected provider to work closely with the PA CareerLink® BST to help intentionally connect youth to local employers; it is local policy not to fatigue businesses and not to work in silos as service providers.

Further, Advance Central PA has developed a website designed to help youth connect to businesses. The successful provider will utilize Path to Careers to help youth connect to experiences such as paid work experience, job shadows, and industry tours and they are expected to help the website grow in use and will promote the website as a tool that can be used by all students within Central PA school districts. <https://pathtocareers.org/>



- **Guide ISY to success in transitioning to employment, post-secondary training or education or military**

Placement and transition services, including but not limited to job placement assistance and post-secondary readiness based on individual goals will ensure successful placement outcomes. The provider will utilize the resources of the PA CareerLink® to help accomplish this goal for enrolled youth.

- **Follow-Up**

Included in the Required Program Elements is follow-up. The **Youth Follow-Up Policy** is attached.

- **Communication with Advance Central PA**

The provider must designate a point of contact for all communication with Advance Central PA. All technical assistance questions will be sent to Advance Central PA who will research and contact the applicable bureau within Pennsylvania's Department of Labor and Industry or Department of Human Services as necessary.

- **Flexibility/Adaptability**

In addition to flexibility and adaptability related to program management, the successful respondent will be one willing to take on new challenges and projects working collaboratively with Advance Central PA when and if new funds are available to serve in-school youth. Examples of additional work the provider may be expected to complete includes assistance preparing students and setting up tours for students and teachers from Business Education Partnership grants, etc.

COVID-19/Remote Services

Providers must submit evidence they are able to quickly adapt programming and services to meet changing environmental demands and/ or an extended closure of a PA CareerLink® and schools such as those caused by COVID-19. Services must be able to rapidly deploy high quality, relevant services from outside of the normal schools and PA CareerLink® sites, such as with staff working from home to remotely deliver services to students. Provider must be adept at using technology to deliver services in an effective, meaningful manner that still allows for a positive working relationship with each individual. Methods of communication must be individualized based on needs.

Quality of services must not be diminished during times of remote work.

Additional Requirements for Comprehensive Programming

Comprehensive programming is designed to serve TANF YD eligible ISY without focus on a single Required Program Element, but has an intentional enrollment focused on multiple services to assist students in increasing skills, overcoming barriers, encouraging and supporting graduation from high school, providing services and case management that bridge the gap between high school, and assisting with placement in a career pathway. Efficiency and the ability to make a positive impact must be considered. The Central WDA includes over 30 public school districts and Career & Technology Centers.

Respondents will be asked to identify the counties and schools in which they will provide comprehensive services; it is required that decisions are based on data and other information described within the proposal.

Advance Central PA welcomes innovative comprehensive program designs. The proposed program design must help youth connect to employment and/or education by guiding them along a structured framework of services and activities while allowing for flexibility targeted to each individual. It must be connected to the full array of services available through the PA CareerLink® system. Advance Central PA values a program design that will help ISY reach their full potential.

In addition to all aforementioned requirements and defined scope of work, respondents will adhere to the following expectations related to comprehensive programming.

- **Recruitment**

Providers will be responsible for the recruitment of eligible ISY from the required target populations for comprehensive programming focused on the schools identified as high priority/need. Target demographics are students in secondary school and include but are not limited to the following:

- Dependent of TANF recipient
- Dependent of SNAP recipient
- Disability
- Court involved
- Incarcerated parents
- Foster Care/aging out
- Pregnant/Parenting
- Homeless/Runaway
- Migrant
- Behind one or more grade levels
- At risk of dropping out
- Lives in Public Housing

Providers will be responsible for program branding, outreach, and contact techniques that are youth friendly, age appropriate, encourage youth feedback, and continuously improve to ensure methods

and networks result in enrollment from the broad spectrum of demographics and TANF YD priority groups.

ISY staff are not required to provide services every day in each proposed school. Advance Central PA supports a staffing design that allows for individual staff to serve more than one district with scheduled office and appointment times on a weekly or other basis.

Given an increasingly smaller window of time students have free in each school day, respondents are required to consider delivery of services that accounts for this.

- **Individual Service Strategy (ISS)**

An Individual Service Strategy (ISS) will be key to the overall case management strategy and on-going development and re-assessment of goals. For each participant, proposers must agree to work with individual youth to help them develop a written plan of long and short-term goals addressing educational, employment and individual development priorities, appropriate achievement objectives, and appropriate services for the participant considering the Family Needs Assessment and any other assessment conducted. The provider will ensure the ISS is a living document that is pulled for meetings with youth ensuring changes and revisions are discussed and documented. The ISS must directly link to performance and youth-defined goals. The selected provider will submit an ISS to Advance Central PA for edits/approval prior to implementation.

Family Needs Assessment

A comprehensive household assessment that identifies eligible youth's strengths, barriers to employment, and family economic security shall be implemented by the Subrecipient. It shall be developed in collaboration with Advance Central PA and must include indicators related to social indicators of health (SIOHs), including but not limited to:

- Interests and goals
- Household composition
- Current employment and financial status
- Education
- Language and literacy (including English proficiency)
- Housing
- Food security and nutritional education
- Clothing
- Transportation
- General and mental health
- Drug and alcohol dependency
- Criminal History
- Criminal background inquiry and checks
- Domestic violence
- Pregnancy
- Childcare and parenting
- Support network
- Work experience

- **Career Exploration, Development and Work Readiness Services**

The proposed design will incorporate individualized services including activities, as required, to help ISY learn about who they are and how their interests, skills, and experiences relate to career goals. Career exploration is valued as extremely important so that youth learn about opportunities they may not have considered or previously been aware of.

Proposers are encouraged to develop creative delivery options that:

- a. Provide services outside of the school day
- b. Provide services inside the school day in collaboration with schools
- c. Include opportunities for youth to meet together in groups to facilitate shared career exploration and peer support
- d. Demonstrate integration within the school community by making the world of work relevant to academic work

- e. Build on the paid work experiences by offering activities to help the youth understand more about themselves and their career goals as a result

- **Integration with Schools**

Providers must have the managerial philosophy and staff with a skillset that allows them to integrate within the schools where services are provided. Staff are expected to be a valuable resource to the schools, such as by attending relevant IEP/Transition meetings, assisting with school initiatives related to PA Department of Education requirements such as Future Ready, and participating in meetings with youth as risk of dropping out.

- **Placement and Career Pathways**

The provider will deliver services that prepare youth for a successful transition from high school. A youth's goals and plans to overcome barriers and challenges to success should drive the case management. Youth will graduate high school with a plan for starting on their career path. Plans may include going directly into the workforce, attending post-secondary school, or joining the military, but no matter the plan, the youth should receive needed support to transition successfully and have a plan for entering the desired career path and moving forward.

The provider will utilize the resources of the Central PA CareerLink® network to help a youth accomplish goals, particularly placement in employment.

PA CareerLink® Online Enrollment

Providers will guide youth in enrolling on PA CareerLink® Online and will assist them in creating portfolio materials, including but not limited to a resume and cover letter. Provider will teach youth how to navigate the website to research both training and employment opportunities and clearly impart that enrollment online is for the long-term and can be utilized throughout their career path journey.

- **Project Duration- Enrollment through Follow-up**

Advance Central PA welcomes proposals that include a clear description of plans for enrollment, including grade level and age of youth at the time of enrollment and the duration of planned services.

Youth are exited after they graduate and stabilize in their Placement (unsubsidized employment, post-secondary education, or military enlistment along their desired career path). Upon "exit", youth will be provided with 12 months of intentional, responsive and proactive, individualized follow-up to ensure they remain stable and have support needed to overcome barriers to continuing on their career path and desired goals.

For at least the first year of program operations, providers will be working with a mix of youth entering their junior and senior years.

Additional Requirements for Specialized Services Programming

TANF YD eligible enrolled youth may be recruited from districts outside of those for which comprehensive programming is available. The focused activity must be clearly described in the proposal and must show evidence that the full array of Required Program Elements will be available when provision is in the best interests of the youth being served.

- **Recruitment**

Providers will be responsible for the recruitment of eligible ISY. Target demographics are the same as noted above under requirements for Comprehensive Programming as is the expectation for

branding, outreach, and contact techniques that will result in enrollment from the broad spectrum of TANF YD demographics.

- **Project Duration- Enrollment**

Specialized services may have a length of time consistent with plans for the focused service delivery.

Additional Requirements for Resource to All Schools Programming

The provider will coordinate services to all districts with a focus on reaching as many seniors and/or other high school students as possible across the nine-county WDA. The delivery model must be focused on services that increase awareness of the overall PA CareerLink® and partners, as well as intentional warm referrals when appropriate.

There is also a goal to be seen as a resource to the schools, therefore the provider will assist with drop-out prevention efforts, offer workforce preparation and other appropriate workshops to classrooms, schedule employer speakers, and serve on planning committees and assisting with job fairs and career days. The provider will connect school staff to Advance Central PA, including the Youth Programs Manager as appropriate and also connect them to the BST as needed.

The selected provider will be responsible for developing outreach materials to educate schools on the available services and to meet and exceed expectations for outstanding delivery of services acting as an extension of the school staff bringing the expertise of the PA CareerLink® inside the districts. All materials created as a result of award from this RFP will be approved by Advance Central PA in advance of distribution.

Required Outcomes

Comprehensive Services Outcomes

Following are the minimum required outcomes. Additional outcomes must be proposed with the specific proposed program model in mind.

- Successful completions of the program design
- Remediation of barriers
- Placement rate at exit
- Common Measures

Since the Comprehensive Services must incorporate the Required Program Elements of WIOA, it is expected that the selected provider will incorporate service delivery that will result in positive outcomes for each of the following outcomes in alignment with WIOA Common Measures.

a. Youth Education and Employment Rate – Second Quarter After Exit 62%
Percent of youth in unsubsidized employment during the second quarter after exit plus the percentage of youth in education or training during the second quarter after exit.

b. Youth Education and Employment Rate – Fourth Quarter After Exit 64%
Percent of youth in unsubsidized employment during the fourth quarter after exit plus the percentage of youth in education or training during the fourth quarter after exit.

c. Median Earnings \$3,300
Median earnings of youth in unsubsidized employment during the second quarter after exit

d. Credential Attainment Rate 65%
Percent of participants who obtain a recognized postsecondary credential, or a secondary school diploma or equivalent during participation or within one year after exit. Secondary

school diploma/equivalent are positive only if also obtained employment or in training leading to a credential within one year after exit

e. Measurable Skills Gain 59%

Percent of participants in an education or training program who achieve milestone skill gains including but not limited to an increase in basic skills, satisfactory report card, or completion of an OJT within the program year

f. Effectiveness in Serving Employers

The selected provider will be committed to offering the highest quality services to youth which in turn will relate to attainment of measures related to serving employers. This will be accomplished by providing services that adequately prepare youth to be successful in the workplace. Measures are as follows:

Percent of Employers Using the System

A measure of establishments that received a service during the report period, relative to all establishments in the state during the final month or quarter of the report period. States are to use "establishment" as defined by the Bureau of Labor Statistics Quarterly Census of Wages and Earnings.

Employer Repeated Use of the System

A measure of the number of business establishments that have received or continue to receive a system service and utilized a service anytime within the previous 3 years relative to all establishments that received a service in the last 3 years. States are to use "establishment" as defined by the Bureau of Labor Statistics Quarterly Census of Wages and Earnings.

Employer Repeated Use of the System (Quarterly)

A measure that is defined as above but analyzed quarterly rather than every 3 years.

Active Job Orders with Referrals

A measure of the number of active CWDS job orders which have referrals.

Specialized Services Outcomes

Due to the nature of this open RFP and the ability of the respondent to propose various focused elements, outcomes for Specialized Services are listed broadly. Detailed outcomes must be proposed in the response. Minimum, broad expectations are as follows:

- Successful completion of the Specialized Service
- Evidence of proactive and responsive case management and utilization/delivery of the WIOA Program Elements as needed

Outreach Services Outcomes

Respondent will include detailed proposed outcomes based on the specific proposed design for the Outreach Services. Minimum broad expectations include:

- Successful introduction of offerings to all 32 school districts in the Central WDA
- Facilitation of Outreach Service offerings to no less than 3 schools per month

Additional Indicators of Success

Advance Central PA requires the following outcomes:

- High quality, compliant case files with all necessary documentation
- Evidence of responsive effective services within case notes and services as well as the case file documents

- Error-free, strength based, career portfolio information, including effective participant resumes on CWDS
- Innovation and adaptability as evidenced by creative and innovative strategies which result in solid job placement rates and retention rates and/or post-secondary placements, and military placements
- Commitment to execution of the approved program design as demonstrated by the information in the IEP/ISS and the case file as well as CWDS and other required reports
- Customer satisfaction
- Attainment of enrollment goals for minimum number of youth served
- Evidence each youth receives the services needed
- Documentation of added value to school districts, including the ability to support career development of non-WIOA eligible youth

Performance Sanctions

Aligned with Pennsylvania Department of Labor & Industry Workforce expectations, a provider that fails to meet the negotiated level for a specific performance measure for one year, will be considered as having unacceptable performance. In the event that the provider has unacceptable performance, Advance Central PA, at a minimum, will require the provider to submit a performance improvement plan with specific steps that will be taken to improve performance and assurance of management oversight of the plan. In addition, provider will be required to comply with all available Technical Assistance and all State and Advance Central PA determined requirements and be at risk for having the contract revoked. If provider fails to meet the required level for a specific performance measure for a second consecutive year, provider may be subject to sanctions in the amount of 5% for each failed measure and be at high risk for having the contract revoked.

Performance sanctions may also be rendered if quality of services or compliance issues are identified by Advance Central PA.

Section 4: Proposal Budget

A cost reimbursement contract will be finalized during final contract negotiations with successful respondent. The proposer shall develop a line-item budget that will enable the proposal to meet the intent and requirements of the program, ensure successful implementation of the project and be cost-effective. The proposer should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected.

All contracts require:

- Line item budget for invoicing, program monitoring and audit;
- Monthly invoices for actual costs incurred; and
- Sufficient documentation for all costs incurred.

Estimated Allocations and Budget

The purpose of the Project Budget is to demonstrate how the proposer will implement their plan with the funds available through this program. The budget is the basis for management, fiscal review and audit. Project costs must be directly related to the objectives and activities of the project.

Please submit a budget based on fiscal year.

For budgeting purposes, respondents should use the funding estimate of approximately \$900,000 for Comprehensive and Specialized services and \$150,000 for Outreach services for the 18-month period January 1, 2022 – June 30, 2023. Use the funding estimate of approximately \$600,000 for Comprehensive

and Specialized services and \$100,000 for Outreach services for the 12-month period of July 1, 2023 – June 30, 2024.

Please note funding estimates are indeed estimates and Advance Central PA will consider proposals that are below and above that estimate within reason. Funds can be used for:

- Staffing and staff support costs
- Participant support services
- Paid work experience
- Administrative costs including indirect overhead (not to exceed 10%)
- Other costs allowable and related to the program design

Note that these funds are estimates and are provided for planning purposes only. The actual allocation for the contract period will be negotiated with the selected provider and contingent on funding.

Advance Central PA reserves the option to modify contracts on a year-to-year basis. Funding for subsequent years of the contract will be determined on an annual basis and may increase or decrease based on annual funding allocations.

All activities, services, facilities and/or equipment, including leased items, which will be subcontracted by the proposer, must be competitively procured following applicable regulations. Advance Central PA has final approval of all contract costs before funds are dispersed.

Leveraging Resources

Funds are limited. Linkages and partnerships with existing programs are encouraged and will be necessary to make the program cost effective. Proposers are strongly encouraged to partner with other organizations to maximize funding. Proposers are also strongly encouraged to prove they will match awarded funding with non-TANF YD/WIOA funds in cash and in-kind donations. Examples include other grants and staff assigned to this project who are funded in whole or part through a non-TANF YD/WIOA Title I source. Proposers must describe the linkages, match and alternate funding sources in their response. To sustain this program and identify adequate resources to build a comprehensive program, proposers should leverage both financial and programmatic resources.

Section 5: Proposal

Cover Sheet/ Agreement and Checklist

Attached, complete the Cover Sheet in its entirety. Indicate agreement with/ability to comply with each requirement listed on the Agreement to Basic Requirements. Use the Checklist to ensure all requested information is provided with your proposal.

Executive Summary

Include up to a two-page summary of your proposal.

Proposal Narrative

Respond to all of the questions asked in the order they are asked. Do not weave your answers into the text; instead, use the question and answer format in your proposal (include the corresponding section letter and number of each question in the narrative response, example: A.1.). Including attachments as indicated in the questions will not count toward the page limitations of each section. The narrative cannot exceed 17 pages.

A. Organizational Capacity and Relevant Experience

1. Describe your organization's success in meeting and exceeding performance measures related to serving youth with barriers, your greatest challenges in achieving outcomes, and how you did so. Include performance outcomes in your response (please make sure that the required level and the level achieved are both clearly marked). Please ensure that the data, if aggregated with the performance of other organizations, distinguishes the performance outcomes specific to your organization.
2. Describe how front-line staff will be supervised and how adherence to program compliance, quality, and design will be managed and monitored and will continuously improve.

B. Staffing Plan

For the questions in this section, clearly show information related to comprehensive services, specialized services, and coordination of services for all schools.

1. Attach a chart showing your organization's management and staffing structure and demonstrating how each proposed school/area will be served including staff coverage of the proposed area. Clearly indicate whether each staff-person listed is providing Comprehensive, Specialized, or Outreach Services. The chart should also demonstrate how your organization will communicate with Advance Central PA.
2. Explain the staffing plan including:
 - a. Whether positions are full time or are cost-shared with other funding streams; if cost-shared, describe the portion of time each staff person will spend dedicated to Central Region in-school youth activities.
 - b. Describe the number of schools each direct staff person will serve and clearly delineate Comprehensive versus Specialized service delivery.
 - c. The number of Comprehensive and Specialized youth each direct staff person will carry on a caseload; include a breakdown according to active youth and youth in follow up and include explanation regarding the caseload and how it's manageable and efficient.

3. Provide a brief description of the key qualifications and job duties of staff. In addition, attach job descriptions for each position and resumes of known staff (will not count against page limitation.)
4. Describe your strategies to ensure youth and staff develop a positive and safe working relationship.
5. Describe the evidence based best practices cognizant of barriers and trauma you will ensure your staff are expertly trained in or will be trained in to promote high quality, intensive case management and overall delivery of the program.

C. Relationships and Collaboration

1. Provide evidence of your ability to collaborate with key partners and how they will support the proposed program design and services for youth. If applicable, identify and explain any subcontracting relationships.
2. Demonstrate how coordination will be accomplished with other youth serving agencies, including but not limited to school districts, law enforcement agencies, human service agencies and community/faith-based organizations.
3. Describe your plan to leverage additional resources to supplement proposed services.
4. Describe your capacity to adapt and implement additional youth programming in coordination with Advance Central PA such as when competitive grants related to serving schools and in-school youth are awarded to Advance Central PA.

D. Facilities

1. Please describe the location(s) where program activities will take place, including whether the facilities are ADA compliant. Describe the hours the facilities are available for use. Describe plans to transport youth and/or staff to the facilities, if applicable. Include a description of how many staff will be located or will be providing services in each of the proposed facilities. If staff will be located in facilities other than schools, describe the benefits of such locations.

E. Recruitment Strategies

1. List the schools you propose to recruit from to offer comprehensive services along with the expected number of eligible youth you will enroll from each and describe your methodology in selecting these schools. If you include career and technology centers, please include an explanation.
2. List the schools you propose to recruit from to offer specialized services along with the expected number of eligible youth you will enroll from each and describe your methodology in selecting these schools.
3. Describe your overall recruitment strategy for both comprehensive youth services and specialized youth services including: how it will take advantage of the full spectrum of demographics and maximize the impact on communities targeted to result in enrollments and a full caseload.
4. Describe how you will recruit schools across the Central WDA to participate in your proposed Outreach Services.

F. Program Delivery and Implementation of the Program Design

Where applicable within the questions below, be sure to clearly specify responses by referring to comprehensive services, specialized services and outreach and services to all schools.

1. Attach a visual of the program flow/model you propose for each of the following, including how each of the defined services intersect and are coordinated: comprehensive services, specialized services, and outreach services.
2. Describe your proposed Comprehensive Services design in clear detail. Your response should not be limited to the following, but must include the following:
 - Overall description including the formal structure/sequence of activities
 - Target age/grade at enrollment and at exit
 - Expected hours each youth will spend with staff each week or month
 - Whether you will have open enrollments or scheduled enrollments and when
 - How the Required Program Elements will be delivered, including but not limited to paid work experience which is required
3. Narrate your response to a youth asking why they should participate in your comprehensive program. Include what they should expect.
4. Describe your proposed Specialized Services model in clear detail. Your response should not be limited to the following, but must include the following:
 - Overall description including the formal structure/sequence of activities
 - Target age/grade at enrollment and at exit
 - Expected hours each youth will spend with staff each week or month
 - How need for Required Program Elements will be assessed and delivered
5. Narrate your response to a parent asking why their child should participate in Specialized Services. Include what they should expect.
6. Describe your plan for support services and/or incentives for eligible enrolled youth.
7. Describe your proposed Outreach Services model in clear detail. Your response should not be limited to the following, but must include the following:
 - Overall description and menu of offerings
 - Target age/grade
 - Proposed number of events monthly/annually
 - How need for Required Program Elements will be assessed and delivered based on school preference

G. Performance and Outcomes

1. Describe the number of eligible youth to be enrolled annually in:
 - a. Comprehensive Services
 - b. Specialized Services.
2. Explain how you will provide services to each enrolled youth preparing them for successful graduation from high school and transition from high school to placement with a plan and preparedness for entry into a desired career pathway.

3. Explain your strategy for retaining enrolled youth through to completion (including follow-up for Comprehensive Services), the anticipated challenges and how you will overcome them.
4. Describe how you will ensure your staff stays connected with the partners in the PA CareerLink® and how youth will have access to the full array of resources available.
5. Explain how you will be a resource to the schools you propose to enroll youth from and include how you will partner with those schools to increase the likelihood that students graduate from high school.
6. Attach a chart that clearly shows your proposed targets for the outcomes described in the RFP. Describe how you will incorporate services that will ensure positive outcomes for each youth.
7. Please describe other performance objectives that your program will measure itself against.

Budget

A. Budget Narrative

(Limited to 3 Pages)

Submit a narrative that describes the following:

1. How the project's proposed budget supports the stated objectives and activities in the project.
2. How funds are allocated to minimize administrative costs and support direct services to participants.
3. Indirect cost rate (if applicable).
4. Any unusual expenditures.
5. For each staff, the annual salary, the percent of time that will be charged to WIOA Out-of-School Youth and TANF YD, the employer of record, and the primary location of staff.
6. All proposed subcontracts, including the subcontracting organization, the amount that will be subcontracted and the function the subcontractor will fulfill.
7. The source and use of all matching funds.

B. Budget Form – Attachment

Complete the attached **Budget Form** with the following definitions in mind:

- **Administrative Costs:** personnel and/or operational costs required and incurred for official business in coordination of administrative functions under TANF YD and WIOA. Some examples include accounting, financial, procurement and purchasing, payroll, personnel management and general legal services. Administrative/indirect costs are capped at 10%.
- **Program Costs:** personnel and/or operational costs required and incurred for delivering workforce services for the purpose of furthering the program objectives defined in the scope of work.
- **Equipment:** purchases for items with a useful life greater than one year which may include computers, furniture, cameras, Smartboards, vehicles, etc. Please note: equipment purchased is considered the property of the Advance Central PA and will be required to be returned at the conclusion or termination of the contract.

- **Direct Participant Costs:** those costs that are spent directly on individual participants and are tracked by individual enrollment. Possible costs include participant supportive services, wages and benefits, and supplies directly provided to youth.
- **Matching Funds:** Proposers are expected to seek in-kind contributions and/or leveraged funds from non-TANF YD and non-WIOA sources to assist in the operation of this project, including but not limited to in-kind services, equipment or space, employer contributions toward work experience/internships, etc.

Basis for Calculations

- **Facility Costs:** Advance Central PA has not set aside any funds to cover the cost associated with staff being located in a PA CareerLink® site. For **each** FTE including front-line staff and any managerial staff that will be housed in the following PA CareerLink® sites, budget the corresponding amount in the Operational Expenses line item which covers the below. For each FTE that will be housed in a PA CareerLink®, budget a prorated amount for each month staff will be based in a PA CareerLink® based on the 12-month costs as follows.

PA CareerLink® Centre County	\$21,611
PA CareerLink® Clinton County	\$25,005
PA CareerLink® Columbia/Montour Counties	\$22,061
PA CareerLink® Lycoming County	\$15,144
PA CareerLink® Mifflin County	\$20,861
PA CareerLink® Northumberland/Snyder/Union Counties	\$10,531

Facility costs cover the following:

- **Staff Support**
The PA CareerLink® Administrator provides direction, management and coordination of all operations within the site to ensure that services are operated efficiently and are in compliance with the Advance Central PA strategic plan. Support staff provide assistance with administrative tasks; managing customer traffic; direct customer support as needed in open computer labs; and instruction in PA CareerLink® workshops open to the public.
- **Facility**
Rent; utilities, including heat and air conditioning, electric, water, sewer; local and long-distance telephone service; high-speed internet; and parking.
- **Technology/Business Equipment**
Internet access; computer labs with internet access; copier(s); fax machine(s).
- **Furniture**
Office cubicle furnishing for one staff member, including desk, desk chair, and filing cabinet.
- **Operations**
Standard business postage, not to include mass mailings.

Proposer and any subcontracted entity of the proposer are responsible for all applicable liability coverage and content coverage for any furniture/materials purchased by the proposer/subcontractor and stored at the PA CareerLink® site(s).

Note: Proposer and any subcontracted entity of the proposer are responsible for all applicable liability coverage and content coverage for any furniture/materials purchased by the proposer/subcontractor and stored at the PA CareerLink® site(s).

- **Direct Participant Costs:**

All youth participating in a paid work experience will be paid minimum wage of \$10.35/hour (a higher wage may be proposed.) The provider, as the employer of record must pay the required withholdings and applicable workers' compensation insurance.

Support services and incentives are also direct participant costs.

Audited Financial Statements

Proposers must also attach one electronic copy each of the last two years' audited financial statements and one copy (either electronic or hard copy) of the current business license if applicable.

Section 8: Disclaimer

Advance Central PA reserves the right to cancel or modify this request for proposal or the scope or funding of an approved WIOA and/or TANF YD program to any extent necessary to ensure compliance with state and/or federal guidelines or if available funding is impacted due to the federal and/or state budget appropriations. All successful proposers must demonstrate the capability to modify the program design in order to comply with new regulations and/or changes to available funds, and by submitting a proposal, agree to do so.

Advance Central PA may, at its discretion, request presentations by, or meetings with, any or all respondents, to clarify or negotiate modifications to the respondent's proposal. However, Advance Central PA reserves the right to make an award without further discussion of the proposals submitted.

Advance Central PA may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of CWPDC, the services proposed are not needed, or the costs are higher than CWPDC finds reasonable in relation to the overall funds available, or if past management concerns lead Advance Central PA to believe that the respondent has undertaken more services that it can reasonably provide.

Advance Central PA reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with respondents. A contract for the accepted proposal will be based upon the factors described in this RFP.

Advance Central PA has the right to fund a lower ranked proposal over a high ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources and target populations.

Providers will allow local, state and federal representatives access to all WIOA and TANF YD records, program materials, staff and participants. In addition, providers are required to maintain all WIOA and TANF YD records for three years after Advance Central PA submits the final expenditure report to the US Department of Labor.

Advance Central PA reserves the right to determine both the number and funding levels of contracts financially awarded. Such determination will depend upon overall fund availability and other factors arising during the review process. Proposals submitted which are over the maximum amount of funds specified for this RFP will be rejected.

Advance Central PA is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

This RFP is being solicited based on available funds.

Materials submitted with the proposal, and the proposal itself, become the property of the Advance Central PA and will not be returned.

Advance Central PA must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.

All proposals submitted will receive a response as to the action taken by the Advance Central PA. Respondents may request a briefing on the action taken on the proposal.

The submission of a proposal to the Advance Central PA does not assure or imply an award of a contract to the firm submitting the proposal. Advance Central PA reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason.