

**Request for Proposal**

**Cover Sheet, Agreement and Checklist**

## A. Cover Sheet

### ORGANIZATION

Name:

Department/ Division:

Street Address:

City:

State:

Zip Code:

Person Responsible for Proposal:

 Title:       Phone Number:       Email Address:

### TYPE OF ORGANIZATION

[ ]  Private

[ ]  Non-Profit

[ ]  School District / LEA

[ ]  Government (Specify): [ ]  Federal [ ]  State [ ]  County [ ]  Local

[ ]  Other (Specify)

## B. Agreement and Ability to Perform Basic Requirements

|  |  |  |
| --- | --- | --- |
| Agree to provision of services and ability to perform that will at a minimum will: | Yes | No |
| Incorporate all WIOA, TANF Youth Development, state, and Advance Central PA requirements. |  |  |
| Incorporate an intensive case management system, including educational and career counseling, educational supports, and supportive services and referrals. |  |  |
| Ensure an Individual Service Strategy (ISS) is developed with each TANF YD enrolled ISY receiving Comprehensive Services and that the ISS is a living document updated as goals are outlined and plans evolve, and is the cornerstone of the case management. |  |  |
| Ensure staff are properly trained and competent in ensuring compliance with data entry and collection requirements even as they evolve.  |  |  |
| Incorporate career exploration, academic supports, and work experience as a means to connecting participants to a sustainable career path. |  |  |
| Follow Advance Central PA’s vision and plan for the workforce development system. |  |  |
| Regularly conduct child abuse clearance and criminal background checks on staff working with youth participants in accordance with regulations and laws. |  |  |
| Ensure documentation for eligibility is accurate and clearly filed and data entered. |  |  |
| Achieve or surpass Common Measures and other performance measures Advance Central PA may require. |  |  |
| Ensure staff are properly trained and competent in ensuring compliance with TANF YD, WIOA and in data entry into CWDS as needed. |  |  |
| Demonstrate administrative and fiscal capability to provide and manage the proposed services, to ensure an adequate audit trail and to fulfill WIOA-required documentation and record keeping such as:* 1. Collecting data and preparing WIOA required documents;
	2. Ensuring security and confidentiality of participant records at all times;
	3. Accounting controls;
	4. Preparing and submitting monthly requests for reimbursement; and
	5. Handling of corrective actions and findings, if needed
 |  |  |
| Adhere to and comply with all WIOA laws and regulations that are prepared, issued, and implemented; comply with state and local administrative entities’ instructions, agency policies, and other applicable federal, state, and local laws and regulations. |  |  |
| Maintain (throughout management and direct staff) an understanding of the overall strategic mission and vision of Advance Central PA and provide a program(s) that goes beyond meeting performance to support innovative service delivery methods that demonstrate flexibility, cross-training, creativity, and performance-driven evaluation. |  |  |
| Fulfill contract requirements, including indemnification and insurance requirements. |  |  |
| Maintain adequate files and records and meet reporting requirements. |  |  |
| Demonstrate the administrative and fiscal capability to provide and manage the proposed services and to ensure an adequate audit trail. |  |  |
| Be free of conflicts and exercise active oversight of program management, program operation and outcomes. |  |  |
| Integrate the proposed and approved program into overall operations. |  |  |
| Implement an internal monitoring system that will effectively identify program, personnel and fiscal issues and provide corrective action procedures. |  |  |
| Provide continuous quality improvement that includes quality assurance measures for all aspects of the program. |  |  |

## C. Proposal Checklist

 [ ]  Cover Sheet, Agreement and Checklist (Advance Central PA Attachment)

 [ ]  Executive Summary

 [ ]  Proposal Narrative

 Attachments:

 [ ]  Chart of organizational and management structure

 [ ]  Job Descriptions for proposed staff

 [ ]  Resumes of known staff (if applicable)

 [ ]  Program model/flow

 [ ]  Outcomes chart

[ ]  Budget Narrative

 Attachments:

 [ ]  Budget Form (Advance Central PA Attachment)

 [ ]  Last two year’s audited financial statements (one electronic copy of each)

 [ ]  Copy of your business license (one copy if applicable, electronic or hard copy)

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.

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Signature Date

Typed Name and Title

Phone Number