



**Advance
Central PA**
Linking People & Business

Vehicle Purchase

Request for Proposals

Release Date: April 27, 2026

Submission Deadline: May 15, 2026

Equal opportunity employer/program. Auxiliary aids and services available upon request to individuals with disabilities. Program funded with federal dollars. For more information, visit: <https://advancecentralpa.org/about-us/public-notices/>

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: General Information

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 Development 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.

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

Purpose

This Request for Proposal (RFP) is to contract for the procurement of up to two (2) seven (7) passenger vans. This RFP will be available on the Advance Central PA website under Request for Proposals.

Who May Response

Respondents may be any licensed dealership that can provide new, leftover year end, demonstrator, or used vehicles. Advance Central PA is interested in receiving quotes for conventional gas-powered vehicles and hybrid vehicles.

Section 2: RFP Process and Instructions for Submitting a Proposal

Expected Timeline

RFP Released: (Available at www.AdvanceCentralPA.org)	April 28, 2026
Questions Submitted by:	May 8, 2026
Answers Posted by: (Available at www.AdvanceCentralPA.org)	May 11, 2026

Proposals Due by 4:00 p.m. EST:	May 15, 2026
Evaluation Committee Review and Negotiations Begin:	May 18, 2026
Recommendation to Advance Central PA Audit Finance Committee of the Workforce Development Board:	By May 18, 2026
Notification on Status of Proposals:	By June 18, 2026
Anticipated Delivery of Vehicle/Funds Provided	June 18, 2026

The proposal submission date is a firm date unless changed by Advance Central PA with proper notification given to all parties interested in providing a response to the RFP. All other specified dates are estimated and may change or be extended without notification.

Other Terms and Conditions

Qualified dealerships interested in responding to this Request for Purchase (RFP) should fill out the attached forms completely, attach copies of vehicle specifications, price, and photos and submit proposal no later than **4:30 PM, May 15, 2026**. Responses should be submitted electronically to bgessner@advancecentralpa.org.

It is the responsibility of the Offeror to ensure that the proposal is received by Advance Central PA by the date and time specified above.

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by Advance Central PA.

Right to Reject

Advance Central PA reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

Small, Minority-Owned and/or Local Business

Efforts will be made by Advance Central PA to utilize small, minority-owned and local businesses. An Offeror qualifies as a small business firm, if it meets the definition of “small business” as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than twenty-five million dollars.

Notification of Award

It is **expected** that a decision of selecting the successful vendor will be made no later than June 18, 2026.

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:

Brooke Gessner, Finance Manager: bgessner@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.

Required Features of Vehicles to be Considered for Purchase

7 Passenger Van	
Engine size	4-6 cylinder
Automatic transmission	Yes
Drivetrain	All Wheel Drive- Preferred; Front Wheel Drive- Acceptable
Current vehicle mileage	Less than 50,000 miles
Air conditioning	Yes
Model year	Between 2022 and 2026
Air bags driver, front and side	Please list how many and where
Vehicle condition	New- Preferred; Used: Good inside and out with no visible rust or blemishes
Any notable features standard to this model	Please list
Passenger capacity	7 including driver
Interior Cargo capacity	Minimum 36 cubic feet of luggage volume
Fuel Efficiency	Minimum City 16 mpg, Highway 22 mpg
Manufacturer Warranty	Please list months/miles

Scope

The purpose of the RFP is to obtain the services of a dealership whose principal responsibilities include providing:

1. Competitive pricing for the purchase of a 7 passenger minivan.
2. Completion of all documentation, title and registration paperwork, including applicable notary services.

Delivery Schedule

Advance Central PA must have the vehicle(s) in their possession for use and operation before June 30, 2026.

Price

Proposals should be prepared simply and economically providing a straight-forward, concise description of the Offeror's ability to meet the cost of the vehicles, which include all expenses for document fees, labor, communication and miscellaneous expenses during the contract. Advance Central PA is a 501(c)(3) and is eligible to receive a Bargain Purchase Sale for which the donating dealership can receive a tax benefit on IRS Form 8283, Non-Cash Charitable Contributions. If a Bargain Purchase Sale is offered, Advance Central PA will proudly allow the dealership to post advertisements on the inside of the vehicle, on the rear bumper, on the front license plate and on the rear license plate holder to show a portion of the vehicle was donated by the dealership. **The total cost of the vehicle should not exceed \$43,000 but preference will be given to lower cost.**

Payment

Advance Central PA will enter into a contract for services upon selection of the vendor based on the review of proposals. Payment will be made upon delivery of the vehicle. Should Advance Central PA reject the proposal, Advance Central PA's authorized representative will notify the Offeror in writing of such rejection.

Offeror's Declaration

Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP.

Proposal Evaluation

SUBMISSION OF PROPOSALS

Qualified dealerships interested in responding to this Request for Purchase (RFP) should fill out the attached forms completely, attach copies of vehicle specifications, price, and photos and submit proposal no later than **4:30 PM, May 15, 2026**. Responses must be submitted electronically to bgessner@cpwdc.org.

Nonresponsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received timely in accordance with the terms of this RFP.
- The proposal does not follow the specified format.
- The proposal does not include the Certifications.

Review Process

Advance Central PA may, at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals.

However, Advance Central PA reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

Advance Central PA contemplates award of the contract to the responsible Offeror with the highest total points.

Criteria to be Evaluated

The Offeror should describe its understanding of the criteria being sought in these six elements:

Provide competitive price per vehicle (conventional gas-powered vehicles and hybrid vehicles)	0-40 points
Safety ratings based on crash test results, air bags provided, seat belt adjustments	0-15 points
Current vehicle mileage	0-30 points
Manufacturer warranty months /miles	0-15 points

Allowable Expenditures

Funds that may be available for this solicitation must be expended on services related directly to the project outlined in this RFP. 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.

Availability of Funds

This RFP is being solicited based on the availability of funds.

Disclosure of Proposal Contents

All materials submitted with the Proposal and the Proposal itself, become the property of Advance Central PA and will not be returned. Advance Central PA reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

Rejection of Proposals

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 competing respondents. A contract for the accepted proposal will be based upon the factors described in this RFP.

Response on Action Taken Regarding Proposal

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

Disclaimer

The submission of a proposal to Advance Central PA does not assure or imply an award of a contract to the Offeror submitting the proposal. Advance Central PA reserves the right to accept or reject any or all quotes, 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.

Section 3. Certifications

Certification

On behalf of the Offeror:

The individual signing certifies that he/she is authorized to contract on behalf of the Offeror

- A. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- B. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- C. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
- D. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
- E. The individual signing certifies that he/she has read and understands all of the information in the Request for Proposal, and will comply with all the terms and conditions set forth in this Request for Proposal.
- F. RESPONDENT CERTIFICATION SIGNATURES (***Please sign statement on next page.***)

RESPONDENT CERTIFICATION SIGNATURES

Offeror's Firm Name _____

I, _____ certify that I am the _____ of the (corporation) (committee) (commission) (partnership) (association) (proprietorship) named as respondent herein; that _____ who signed this contract on behalf of the respondent is the _____ for the said (corporation) (committee) (commission) (partnership) (association) (proprietorship); that said bid was duly submitted for and in behalf of said organization by authority of its governing body and is within the scope of its (corporation) (committee) (commission) (partnership) (association) (proprietorship) powers.

Signature of Respondent

Signature of Offeror's Representative

Dated this _____ day of _____, 20__.

When the respondent is an individual owner, the signature must be witnessed by two other persons.

(Witness)
