



WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) SERVICES FOR THE LINK

The Link is a mobile, specialized PA CareerLink® site.

Request for Proposals for the Central Region

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

Issue Date: June 23, 2026

Submission Deadline: July 23, 2026

Advance Central PA is an 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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RFP Summary and Timeline

<p>Advance Central PA competitively seeks a qualified provider to deliver high quality, effective PA CareerLink® workforce services to communities across the Central WDA that may not otherwise have access to a brick and mortar location via The Link; procurement includes staff taking full operational responsibility of the mobile unit, including driving it to service delivery locations.</p>	
RFP Issue Date	June 23, 2026
Deadline for Questions	Email to: klucas@AdvanceCentralPA.org
Answers Posted www.AdvanceCentralPA.org	On a rolling basis, within 4 business days of receipt
Notify Advance Central PA of Intent to Submit Proposal by	July 7, 2026 Email to: klucas@AdvanceCentralPA.org
Proposals Due	July 23, 2026, 4:00 p.m. EST
Proposal Submission Process	Use the templates provided and refer to the checklist, including submittal of the proposal in PDF format and the Budget Sheet in Excel format. Do not submit attachments that are not requested. Email to: klucas@AdvanceCentralPA.org
RFP Website	www.AdvanceCentralPA.org
RFP Official Contact	Korrie Lucas, Advance Central PA Assistant Director
Notification on Status of Proposals	August 14, 2026
Anticipated Contract Start	October 1, 2026
Anticipated Contract Length	October 1, 2026 – June 30, 2027, with options to extend annually through June 30, 2030

Section 1: The Opportunity

1.1 Summary

The Link is a PA CareerLink® on wheels. Fully equipped with laptops and workstations, The Link is ADA-compliant and designed for expert workforce staff to deliver professional services directly in neighborhoods, including rural locations across the Central workforce development area, which is a priority. The Link will also be used in coordination with local employers, serving as a computer lab and recruitment center, and in support of Rapid Response events where employees will be impacted by a layoff. Additionally, The Link can be used to support individuals who are or will soon be transitioning from the criminal justice system. Importantly, The Link serves as a connection to the full-service PA CareerLink® sites in the region.

Key features of The Link:

- Fully ADA Accessible
- Computer workstations for job searching and training
- Connectivity to remote areas with on-site internet
- Presentation screen for workshop and content delivery

The selected provider must manage logistics and program delivery including the following key services:

- Outreach and engagement, with a schedule that includes public locations across the nine-county region each month, with flexibility and adaptability to make data-informed adjustments
- Delivery of Workforce Innovation & Opportunity Act Basic Career Services (BCS), such as resume assistance, interview preparation, and intentional connections to local resources
- Workshop curriculum development/delivery
- Employer support, such as hosting recruitment events
- Specialized support for individuals impacted by layoffs, veterans, justice-involved individuals, etc.
- Connection to the full array of PA CareerLink® services

Expected accomplishments/expected outcomes include:

- Increased accessibility, as measured by new customers
- Increasing awareness of overall PA CareerLink® services
- Partner referrals, that is referrals to PA CareerLink® partner programming
- Impactful number of people served
- Valuable and impactful services (e.g. basic career services delivered)
- Overall compliance (e.g. data entry accuracy and timeliness, quality and relevance of service delivery)
- Meets/exceeds Common Measure performance and locally defined metrics described herein.

1.2 Background

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 job seekers, youth, and businesses 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.

The WDB guides and directs PA CareerLink® operations and ensures high quality services to all customers.

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

Advance Central PA's Region and Demographics

Advance Central PA's workforce development area, herein referred to as "Central PA", includes the following nine counties: Centre, Clinton, Columbia, Lycoming, Montour, Mifflin, Northumberland, Snyder, and Union. Central PA is primarily rural with several higher-density population areas throughout. Overall, the population numbering 611,790 in 2026, is declining, with a labor force in the region that numbered 294,171 in February 2026, with just 13,544 of those individuals who were unemployed¹. Lack of quality early childhood education slots and limited daycare availability in the region has caused individuals to drop out of the labor force to care for their children at home, while transportation is also a major barrier for individuals who otherwise might search for work. Therefore, the service delivery of The Link must be tailored to help solve these issues by bringing services to the communities in need of them.

Median household incomes range from \$60,583 in Northumberland County to \$76,976 in Montour County. The Self-Sufficiency Standard², (i.e., the minimum income working families need based on geography and family composition) for a family with one working adult and one preschooler in these counties is \$56,069 and \$59,982, respectively.

The majority of the region is white, with many families having lived in the region for generations. There are pockets of diversity, including refugees and other individuals with a first language other than English; driven by data, Advance Central PA requires that critical program documents be available in Spanish.

The Central Region has a wide variety of businesses/employers across the region. The main industry sectors driving the economy in Central PA include: Advanced Manufacturing, Education, Energy, Healthcare, and Wood/Wood Products & Publishing.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity 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 defines Basic Career Services available to all PA CareerLink® customers; staff to The Link will be responsible for the provision of those services.

PA CareerLink® Locations

All services procured as a result of this RFP will be coordinated as part of the Central Region's PA CareerLink® facilities, part of the one-stop American Job Center network. The selected provider will forge strong collaborations with all partners, including leveraging the strengths of those partners and working together toward common goals. The building locations are as follows:

¹ Lightcast 2026.2 Datarun

² Center for Women's Welfare 2024 Self-Sufficiency Standard Calculator, University of Washington

PA CareerLink® Lycoming County*, 330 Pine Street, Williamsport

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

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

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

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

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

PA CareerLink® locations with an asterisk are certified as comprehensive sites. The affiliated sites are listed beneath its comprehensive site. Comprehensive sites are fully staffed, while affiliates have smaller physical footprints and therefore fewer staff.

The Link is certified as a specialized site. As such, the selected operator of The Link will have demonstrated knowledge of WIOA and the provision of workforce services.

The Link

In order to expand access to PA CareerLink® services to job seekers, Advance Central PA launched The Link in 2017. Designed to take expert staff and relevant services of the PA CareerLink® into the communities served, the mobile career center is equipped with seven workstations, a printer, a presentation screen, and internet access. The Link is fully ADA-compliant and is equipped with a wheelchair lift and accessible computer station.

Since 2017, The Link's offerings have evolved to incorporate targeted services to job seekers gearing up for release from incarceration. Aligned with Advance Central PA's mission to serve both job seekers and businesses as primary customers, The Link offers on-site services to local businesses, such as for recruiting events where The Link staff can assist with processing applicants as they apply online using The Link's computers. Further, The Link is an important partner to the overall PA CareerLink® network, including supporting Rapid Response events where impacted workers can create PA CareerLink® accounts and begin to access services. PA CareerLink® partners currently contribute to the budget for The Link, therefore it is critical that the selected provider understand their role in bringing value to the overall PA CareerLink® network in the Advance Central PA workforce development area.

Specifications

The Link is a 2017 Ford/Econoline E450 Superduty Cutaway Van. See figures 1 and 2 below.

The Link has the following features:

- 6.8L Gas Engine that gets an average of 12 miles per gallon
- Stand-alone 7.0 KW generator fueled by the same 55-gallon tank that powers the vehicle (Provides power for heating, cooling, and all electrical equipment)
- Electrical landline connection to the exterior, which can be used in lieu of the generator (if a hook-up is available)
- Seven (7) Computer Workstations
- Printer
- Presentation Screen
- Internet Access



Figure 1: Exterior



Figure 2: Interior

Problem Statement

Service Delivery Opportunities

Despite the long-term operation of The Link, challenges persist. Even with recurring scheduled community locations, sometimes few people approach for services. The presence of The Link in a community is not enough and suggests that more effective engagement may be necessary, along with strategic scheduling to result in the most impact and return on investment. The successful operator of The Link will implement solutions to connect with vulnerable populations and others who could benefit from the vast array of impactful available services.

Currently, the highest utilization of The Link includes deployment to local correctional centers. The engagements and service delivery provide important pre-release support and preparation for joining the workforce upon release. Despite this, it is unclear how many customers of The Link connect back to the full PA CareerLink® system and/or employment after release.

With this procurement, Advance Central PA seeks solutions from collaborative-minded organizations poised to immediately make a positive impact by implementing strategies to balance the utilization of The

Link at correctional centers with intentional referrals back to the PA CareerLink® upon release and utilization of The Link with the general public at open events that result in continuously increasing foot traffic. The ultimate goal is outcomes that lead to employment with local businesses who need talent and that sustain families.

1.3 Award Terms

Number of Contracts

Advance Central PA competitively seeks one qualified provider to deliver WIOA services via The Link for the following counties: Centre, Clinton, Columbia, Lycoming, Mifflin, Montour, Northumberland, Snyder, and Union.

Availability of Funds

A cost-reimbursement contract will be finalized during contract negotiations with the successful respondent.

The following funding budget is an estimate provided for planning purposes. This is an all-inclusive budget that must support the staffing model, service delivery, and operations and maintenance of the actual unit. The actual allocation for the contract period will be negotiated with the selected provider and will be contingent on funding. The proposal may not be submitted with a budget higher than the following estimated available allocation for the 9 month contract period.

\$ 115,269

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 budget funds are made available and dispersed.

Leveraging Resources

Proposers are strongly encouraged to leverage both financial and programmatic resources, including partnering with other organizations to maximize funding. Proposers are also strongly encouraged to prove they will match awarded funding with cash and in-kind donations. Examples include other grants and staff assigned to this project who are funded in whole or in part through a non-WIOA Title I source.

Contracting Period

Funds released through this RFP will be contracted to provide services in the Central Region from October 1, 2026 - June 30, 2027, with an option to extend funding annually for up to three additional years through June 30, 2030, based on successful performance outcomes, fiscal integrity, compliance, and available funding.

Adherence to Federal, State, and Local Policy

By submitting a proposal, an organization agrees that they must adhere to any and all Federal, State, and Advance Central PA policy changes.

Section 2: Scope of Work

Advance Central PA expects services to adhere to the goals and performance metrics outlined in this RFP. The following scope of work is aligned with Common Measures and additional local performance measures

and goals, which are tied to the overarching goal to strengthen services to both job seekers and businesses via The Link, ultimately connecting individuals to long-term local employment with family-sustaining wages.

2.1 Services to be Provided

Customer Service-Centered Staffing

The selected provider will employ enough staff to effectively deliver high-quality, compliant services that result in customer satisfaction. Staff will be customer service oriented and provide services with a smile. Staff must be trained to work with people with employment barriers and receive ongoing staff training grounded in proven best practices, such as Motivational Interviewing, Trauma Informed Care, and de-escalation tactics. The provider will adhere to all current laws, including those for background checks and clearances. All staff 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), and Federal Criminal History Record.

The Link will be staffed with two (2) individuals at all times. One of them must always be staff hired under this contract with all of the minimum qualifications listed herein. The second may also be staff of The Link, or staff from partner programs, which cannot be expected or required. At a minimum, it is strongly recommended that 1 full-time staff and 1 part-time staff are hired so that scheduled events can be delivered without reliance on partners. The staff must be comfortable and proficient in safely operating The Link.

Staffing for The Link must be able to perform the following key functions/have the following key qualifications:

- Demonstrated commitment to customer service of the highest quality with the ability to provide responsive and relevant WIOA services to all customers.
- Passion for partnership and ability to forge and maintain professional relationships with others, including: PA CareerLink® Partners, community and government organizations, criminal justice partners, and businesses.
- Clean driving record with the ability to successfully and safely drive The Link.
- Ability to set up and tear down The Link.

Adequate management and supervision must be provided.

The current staffing model includes 1 full-time staff and 2 part-time staff, as well as supervisory staff.

Effective Outreach and Meaningful Impact/Customers Served

The selected provider will be skilled in effective recruitment and outreach techniques that translate to public use of The Link. Targeted populations include those emphasized in WIOA, such as:

- Veterans
- Individuals who are low-income or face other barriers
- Unemployed
- Long-term unemployed (those unemployed 27 weeks or more)

WIOA also allows for broad access to services for all adults, which Advance Central PA highly values. Therefore, the selected provider will implement recruitment techniques to ensure not only that those with barriers are served, but all job seekers, including those who are under-employed, people seeking a career change, and middle-income families.

The provider will work within each community to schedule The Link to the end of a complete calendar. The provider may consider where job seekers may already be going, including: food banks, thrift stores, probation offices, County Assistance Offices, community action agencies, libraries, and other community-based organization locations, as well as where job seekers can reasonably go. The selected provider must think strategically and coordinate services in rural locations where even the above listed services may not be easy to access.

Strategies for outreach must be continually evaluated and adjusted to meet continuous improvement expectations.

Innovative outreach should be supported with a program design that promotes the PA CareerLink® as being the premier resource to anyone who wants to find employment.

Basic Career Services

The provider will make basic career services (BCS) available to all job seekers. Basic Career Services according to WIOA include the following, for example: welcome services, assistance with PA CareerLink® online, career resource area access, eligibility determinations, initial skills assessments, labor exchange job search services, provision of information on programs and services, review of high priority occupations and other relevant labor market data a customer may need to be well-informed about their job search, and connections to other services to help remediate barriers. Digital Intake, the Commonwealth's standard data collection system, must be utilized with all customers.

The provider will provide BCS to any and all job seekers as needed and in accordance with local policy. Individuals who require individualized career services and/or training services and other specialized services available via registration in WIOA programs should be referred in a welcoming and effective manner.

Relevant Workshop/Seminar Facilitation

The provider is responsible for developing and facilitating workshops that cover a wide range of topics and coordinating with the existing WIOA Title I Job Seeker Services instructional staff to build on and broaden potential offerings of The Link. Workshops can cover career exploration, managing a job search, increasing computer skills, information relevant to re-entry, boosting well-being, and workplace skills. Other topics are welcome and should be aligned with the overall goal of preparing job seekers for success in their desired career path. Workshops should be delivered to both the public as well as targeted populations as proposed/applicable.

Service Delivery for Businesses

In coordination with the Central PA CareerLink® Business Solutions Team, The Link staff will coordinate services to support the workforce needs of local businesses. Examples of how The Link can provide support include the following:

- On-site staff support at recruitment events, which may include: adding visibility to the event, welcoming applicants, and providing necessary paperwork for the event, assisting applicants on the computers, vetting applications to company specifications, and providing computers for assessments required by the business.
- Facilitation of workshops/seminars for existing employees.

Expert Data Management

The Commonwealth Workforce Development System (CWDS) is the internet-based system of record for all WIOA funded programs in Pennsylvania. The successful provider will be required to record and track validating documentation, activities, program services, case notes, and outcomes in CWDS in both a timely and accurate manner. It is the provider's responsibility to ensure ongoing staff expertise and cooperation.

Data entry is directly related to Common Measures performance. Confidentiality policies must be strictly adhered to.

Collaboration as an Integrated Partner in the PA CareerLink®

The selected provider will work within the collaborative, integrated PA CareerLink® model and connect individuals to other programs, services, and offerings in their best interests. The Link provider will serve as a vital connection to the overall comprehensive services and partner programs in the PA CareerLink® network.

The selected provider must maintain an expert understanding of the partner programs operating in the PA CareerLink® so that customers are seamlessly referred to programs that most meet their needs.

Performance

Meeting and exceeding performance is expected. See Section 2.2 for more information.

Ambassador

The provider will advocate for the PA CareerLink® system and partners, acting as an ambassador for the system within the communities served; stay knowledgeable regarding upcoming community events and ensure all appropriate partners are informed and participate; communicate PA CareerLink® services and activities to the community.

Maintenance of The Link

The provider is responsible for maintenance of The Link, including but not limited to: filling the gas tank, taking it for oil changes and service, cleaning it inside and out.

Capacity for Related Projects

Advance Central PA regularly seeks funding to supplement WIOA Title I monies. While the funders and projects change over time, Advance Central PA may partner with the competitively procured provider of The Link. Ideally, the selected provider will have the capacity and desire to partner with Advance Central PA to supplement the limited WIOA funding so that more people can be served.

2.2 Performance Metrics and Contract Management

WIOA Common Measures

The selected provider agrees to meet all required measures and will begin to immediately incorporate service delivery that would result in positive outcomes for each of the WIOA Common Measures. Negotiated Rates for each measure in PY25 are included in the chart below.

Metric	Definition	Adult Target	DW Target
Employment - Second Quarter after Exit	Percent of participants in unsubsidized employment during the second quarter after exit	78%	81%
Employment - Fourth Quarter after Exit	Percent of participants in unsubsidized employment during the fourth quarter after exit	78%	81%
Median Earnings – Second Quarter after Exit	Median earnings of participants who are in unsubsidized employment during the second quarter after exit	\$8,000	\$9,250

Credential Attainment Rate	Percent of participants enrolled in education/training program who obtain a recognized postsecondary credential, or a secondary school diploma/ equivalent during participation or within one year after exit.	60%	67%
Measurable Skills Gain	Percent of participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.	60%	60%

Additional Local Performance Measures and Goals

In addition to the WIOA Common Measures, the selected applicant must meet or exceed locally valued performance measures and goals as shown below. Final metrics will be negotiated with the successful respondent prior to contract execution.

Metric	Data Source	Frequency of Review	Entity Responsible for Data Progress Reporting
New Customers <i>Number of new individuals accessing PA CareerLink® Services via The Link per location, per month- including a break down by demographics such as: low-income, middle-income, Veterans, age, and gender</i>	CWDS, Locally developed reports	Monthly	Provider
Increased Awareness of PA CareerLink® Services <i>Percentage increase in “first-time” visitors to The Link each quarter. Number of public events each month and total customers served.</i>	CWDS, Locally developed reports	Monthly	Provider
Partner Referrals <i>Number of customers successfully referred to PA CareerLink® partner programs.</i>	CWDS, Locally developed reports	Monthly	Provider
Impactful Services- General Public <i>Number of basic career services that are “value-added” in accordance with WIOA. Number of customers who leave with a tangible solution, such as a printed resume, submitted job application, etc.</i>	CWDS, Locally developed reports	Monthly	Provider
Impactful Services- Targeted Populations <i>TBD based on proposal and contract, for example, percentage of incarcerated individuals who complete a PA CareerLink® enrollment and percentage of incarcerated individuals who develop a re-entry workforce plan with next steps and goals.</i>	TBD	TBD	TBD
Customer Service <i>Advance Central PA expects to collaborate with the selected provider on a simple, 3-</i>	Surveys, site visits, dialogue with provider	Monthly	Advance Central PA and Provider

<i>minute survey taken after defined touchpoints to collect this qualitative data measuring customer satisfaction</i>			
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Other Local Indicators of Success

Other indicators of success that Advance Central PA expects the selected provider to maintain include the following, non-exhaustive list.

- Evidence of full integration and partnership within the PA CareerLink® network, including successful referrals and participation in job fair events.
- Evidence of responsive, effective services within CWDS case notes and services
- Evidence that each customer receives ready access to the services they are eligible for and need
- Ready access to high-quality, responsive, relevant services for all job seeker and business customers
- Responsiveness to customer needs
- Strategies to employ standard operating procedures that include recommended next steps following each encounter, and, where appropriate, scheduled services for customers
- Ready access to and seamless movement between high-quality services in accordance with WIOA
- Friendly, customer service-oriented staffing
- A customer-centered approach so individuals know what’s in it for them and know the PA CareerLink® is the premier place for workforce services
- An outcome-driven approach focused on using data to determine the best locations and partnerships for The Link.
- Customer satisfaction
- Effective communication with Advance Central PA management.
- Responsiveness to Advance Central PA monitoring and evaluations, including implementation of appropriate and timely corrective actions as needed
- Continuous improvement as shown through data regarding number of customers served in each community.
- Supervisory oversight and technical assistance along with ability to track, document, report outcomes, and keep Advance Central PA informed.
- Collaborative spirit and partnership.

Contract Performance Monitoring

Advance Central PA is committed to working closely with the selected provider to ensure the successful implementation of both WIOA and locally defined goals. This will be achieved through consistent communication, progress tracking, and proactive collaboration to address challenges and course correct as needed. Reliable and relevant data is necessary to drive service improvements, facilitate compliance, inform trends to be monitored, and evaluate results and performance.

Intentional communication is critical to success. The following are specific reporting and communication expectations with additional information to be determined. Advance Central PA is committed to providing technical assistance on an as-needed basis. Scheduled formal reporting, as listed below, does not replace necessary real-time touch points.

Collaborative Grant Management Meetings

Advance Central PA staff will hold formal grant management meetings to review an agenda that includes performance data, challenges, successes, customer service, and other pertinent information to service delivery and the contract. The provider will collaboratively and actively participate with enthusiasm for continuous improvement.

Performance Analysis

Daily, the selected provider will complete a spreadsheet developed by Advance Central PA to track events and performance metrics. No less than each quarter, the selected provider will review the tracking tool and provide a clear report/discussion regarding trends, best practices, underlying issues, and corrective actions.

Self-Monitoring

On a quarterly schedule, the provider will submit a formal self-monitoring report to Advance Central PA to include:

- A summary of the services provided in the reporting period, progress in achieving WIOA Common Measures and local performance goals, challenges encountered and plans to overcome them, and requests for technical assistance.
- Monitoring activity that took place to ensure compliance and quality, along with a brief on findings and corrective actions taken.
- Other information collected and of importance to formally share from the provider's perspective.

Section 3: RFP Process and Submittal Instructions

3.1 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 programs as defined herein. 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, probation departments, or other related programs serving adults
- 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.

The successful applicant must demonstrate substantive knowledge and understanding of or capacity to understand the following: **WIOA job seeker eligibility, provision of WIOA Basic Career Services and Individualized Career Services, the local labor market, and Advance Central PA policies and strategic priorities.**

In addition, the successful applicant must demonstrate substantive knowledge and understanding of the following:

- Workforce Innovation and Opportunity Act and regulations.
- Central PA and the communities and partners throughout.
- Evidence-based best practices such as motivational interviewing, trauma-informed care, and goal setting in order to provide relevant, high-quality provision of services.
- Commitment to continuous improvement and attainment of goals.

- Demonstrated ability to work within an integrated one-stop PA CareerLink® system and to coordinate services that culminate in job seekers being able to access all the career and training services available to them seamlessly, and business customers being able to easily access the full array of business services available in accordance with WIOA requirements.

3.2 Timeline

Please see **RFP Summary and Timeline** on page 3. Proposals are due no later than 4:00 p.m. EST on July 23, 2026.

3.3 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:

Korrie Lucas, Assistant Director: klucas@AdvanceCentralPA.org

Answers to submitted questions will be posted on www.AdvanceCentralPA.org within 3 business days of receipt. Consistent with strict procurement policies, Advance Central PA will provide no technical or program assistance to individual proposers.

See **RFP Summary and Timeline** on page 3 for more information.

3.4 Proposal Content

Responses must be submitted using the provided templates. Do not submit attachments that are not specifically requested. Do not include links to external information. Do not exceed stated page limitations; pages in excess of the limitation will not be reviewed. Definitions that must be used for completing the requested budget narrative and Excel sheet are included in the **RFP Appendix- Budget Definitions**.

Checklist

A checklist is provided within the template. Complete it to be sure you are submitting all required materials. Do not submit materials or attachments that are not requested.

3.5 Submission Instructions

Proposals **saved as a PDF** (not scanned) or Microsoft Word document, along with the **Budget Template** in the Excel format provided (do not save as PDF) must be submitted electronically to: klucas@AdvanceCentralPA.org with the following subject line: **RE: Proposal for The Link**.

Late submissions will not be considered.

Section 4: Selection and Award Process

Advance Central PA procurement processes are compliant with all federal and state regulations.

4.1 Review Process

The review process includes the following steps.

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 contract being procured.

Stage 3: The recommendations of the Evaluation Committee will be presented to the Advance Central PA Executive Committee 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.

4.2 Evaluation Criteria

Evaluation Criterion	Points	The Highest Scoring Proposals will Reflect the Following
Organizational Qualifications, Relevant Experience, and Capacity	20 Points	<ul style="list-style-type: none"> • Sufficient overview of the organization and clear alignment of qualifications with the scope of work. Adequate demonstration of why the organization is the best to operate The Link. There is evidence of substantive knowledge, understanding, and experience with the one-stop delivery model and the overall Workforce Innovation and Opportunity Act. • References are those who can attest to work and deliverables similar in scope to this RFP.
Staffing and Oversight	25 Points	<ul style="list-style-type: none"> • The proposed leadership is adequate, and there is a demonstrated commitment to high-quality service in Central PA. Bios support the strength of the leadership team aligned with the scope of work. The org chart is clear and sufficient in relation to the scope of work. • The team overview is clearly described as sufficient in meeting the required deliverables. The portion of time staff would be dedicated to this scope of work is sufficient, and there is an adequate plan to ensure staff have the professional workforce skillset and the ability and desire to drive and maintain The Link. Qualifications of key staff positions are clearly aligned with program outcomes and goals. Bios and key qualifications align with the scope of work. • Employee recruitment and retention plans are adequate, and there are plans to resolve anticipated challenges. • There is a clear plan to adequately prepare staff to handle conflict and to de-escalate potential tension in the confined space of The Link while maintaining a professional and safe environment.
Program Recruitment Strategies	30 Points	<ul style="list-style-type: none"> • There is an adequate and specific plan to recruit customers who have never engaged with PA CareerLink® services; there is a clear active recruitment strategy versus. • Clear and adequate strategy for how the program will engage people, community agencies, etc. on an ongoing basis to inform them of available service delivery in a way that translates to foot-traffic and increased use of The Link

		<p>and overall awareness and engagement with the PA CareerLink®</p> <ul style="list-style-type: none"> • The description of how outreach will translate to increased foot-traffic and program registrations is clear; the breakdown of anticipated impact per quarter is sufficient. • The anticipated number of new customers from the general public who will access The Link and value-added WIOA basic career services is realistic and adequate. The targeted groups The Link will serve are clearly outlined, along with a reasonable number of new customers in each category. There is an adequate plan to use data to continuously improve foot traffic and impact.
Service Delivery/Program Design	50 Points	<ul style="list-style-type: none"> • There is a detailed and sufficient overview of the entire proposed service delivery model, including the scheduling and partnership components critical to operations, as well as delivery of basic career services, referrals to the full complement of PA CareerLink® services, employer support, and specialized support planned. • There are clear and sufficient plans to partner/coordinate with other entities to provide PA CareerLink® services to people who may have barriers to other means of accessing them. There is an adequate strategy to build partnerships with community organizations to make referrals on behalf of the people served so that they can receive access to needed resources outside of the PA CareerLink®. • There is a detailed plan for delivery of Basic Career Services that is comprehensive, compliant, and will lead to customer satisfaction. • Planned actions in response to case study 1 adequately demonstrate the implementation of active outreach protocol so the day is more productively serving customers. • Planned actions in response to this case study 2 adequately demonstrate an active solutions-based approach to problems, alternate plans for delivery of services and data collection, while maintaining professionalism and customer service. • There is demonstrated skill in developing relevant, impactful and dynamic workshops to deliver to the public and to targeted populations which are defined. The attached outline of a specific workshop topic that will be delivered to the public is in alignment with the scope of work.
Project Management and Performance	40 Points	<ul style="list-style-type: none"> • The proposed approach to program management demonstrates alignment with the goals in the RFP, and a philosophy that embraces and is intentionally focused on continuous improvement. • There is a clear outline of <u>how</u> services and strategies will ensure positive outcomes for each WIOA Common Measures and the additional performance indicators. • There is evidence of ability to meet positive outcomes for WIOA Common Measures • There is a clear plan staff will be properly trained and competent in ensuring compliance with WIOA and in all data

		management including accurate, timely data entry into CWDS, with plans for management oversight and monitoring.
Budget	60 points	<ul style="list-style-type: none"> Proposed budget includes allowable costs that support the stated objectives and activities and is reasonable and compliant with the maximum amount available per the RFP for services in all counties.
Total Points Possible	225 points	

Section 5: Disclaimer

Advance Central PA reserves the right to cancel or modify this request for proposal or the scope or funding of an approved 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 Advance Central PA, the services proposed are not needed, or the costs are higher than Advance Central PA 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 than 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 program records, program materials, staff and participants. In addition, providers are required to maintain all program 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.