

# **Bucks County Workforce Development Board, Inc.**

## **Request for Proposals RFP 17-02 EMPLOYMENT, ADVANCEMENT AND RETENTION NETWORK (EARN)**

**EARN Program: Contract Period July 1, 2018 ~ June 30, 2020**

**RFP Release Date:** Friday, December 22, 2017

**Program Proposal Due Date:** Thursday, February 1, 2018 by 3:00pm

*Hand or postal delivery of one original and six copies to:*

Dianna Krallé, Bucks County Workforce Development Board, Inc,  
1268 Veterans Highway, Bristol, PA 19007

*Bidders' questions regarding the RFP package should be directed to:*

Bucks County Workforce Development Board, Inc.  
Dianna Krallé, Deputy Director  
Phone: 215-874-2800  
Fax: 215-874-2804  
E-Mail: [dkralle@bucksworks.org](mailto:dkralle@bucksworks.org)

This RFP is available in electronic format (Microsoft Word).  
To receive please, send request to [Dianna Krallé, dkralle@bucksworks.org](mailto:dkralle@bucksworks.org)  
or download a copy at [www.bucksworks.org](http://www.bucksworks.org).

The Bucks County Workforce Development Board, Inc. (BCWDB)  
reserves the right to change any of the enclosed specifications as required  
by the Pennsylvania Department of Labor and Industry and/or the Pennsylvania  
Department of Public Welfare without prior notice to bidders.  
The BCWDB also reserves the right to reject any and all proposals in  
whole or in part and/or not award any of the proposals.

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## Section I: Synopsis

### A) Overview:

The Bucks County Workforce Development Board, Inc. (BCWDB) is the entity designated by the Board of Bucks County Commissioners to act as the fiscal agent for the operation of Workforce Innovation and Opportunity Act (WIOA) Programs in Bucks County. As such, the BCWDB has also been designated by the Pennsylvania Department of Human Services to administer Employment, Advancement, and Retention Network (EARN) funded activities in Bucks County.

This Request for Proposal is soliciting qualified and experienced employment and training service providers who are interested in and capable of providing allowable subcontracted activities and services to eligible Temporary Assistance to Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), and General Assistance (GA) Welfare customers in Bucks County for Program Years 2018 and 2019 (7/1/18 through 6/30/20).

This solicitation is conducted with assistance from the Bucks County Workforce Development Board Review Committee, and pursuant to the requirements and conditions of the Department of Human Services in accordance with the Workforce Innovation and Opportunity Act (Public Law 105-220), enacted July 2014, the implementing regulations, and the Policies and Procedures of the State of Pennsylvania.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed and submit it without exception by 3:00 PM on February 1, 2018 to the BCWDB office located at 1268 Veterans Highway, Bristol, PA 19007.

The selected Service Provider will be compensated with Department of Human Services (DHS)/Temporary Assistance for Needy Families (TANF) funding. The BCWDB plans to fund a proposal that encompasses all of the requested activities and services for up to a twenty-four-month period; contract extensions for one additional year will be considered for a training provider who is meeting all DHS and BCWDB Performance Standards.

**Proposals that demonstrate the ability to provide services throughout the county either independently or through partnerships/subcontracts will be viewed more favorably.**

**Please be advised:** *The level of funding available for subcontracting is limited. All funding is contingent upon the availability of funds and continued state and federal authorization for program activities in Bucks County.*

It is anticipated that the EARN program for Program Year 2018-2019 will serve a minimum of 200 Welfare recipients. Respondents must indicate the number of

participants that they can appropriately and effectively serve through the proposed program. As of December 1, 2017, 134 clients have been enrolled in the EARN program.

**Please be further advised:** *The Department of Human Services is finalizing program aspects and changes to program design submitted via this RFP may be subject to changing requirements of DHS before and/or during the contracted program year.*

The Bucks County Workforce Development Board Review Committee will evaluate, rank, and make funding decisions regarding individual proposals received. Final award determination shall be made by the BCWDB.

## **B) Customers to be Served:**

Eligible participants of EARN shall be referred directly from the Bucks County Assistance Office (CAO) to the Service Provider. Eligibility is based on DHS/CAO instituted policies. EARN is designed to assist individuals in quickly and effectively reducing or eliminating barriers to employment, to provide intensive case management and retention services, to offer supportive services, and to allow the rapid employment of Welfare recipients in 30+ hours per week of gainful employment. EARN participants will be referred from CAO on a weekly basis and will be assessed for appropriateness by an EARN Case Manager. Program providers must be capable of accepting participants on an open-entry/open-exit basis.

Under the EARN program, participants may be placed in “Core Activities.” Core Activities include:

- Providing child care for a community service participant
- General Equivalency Diploma(GED)/High School - Preparation for GED (ONLY IF CLIENT IS UNDER AGE 22)
- Community Service
- On the Job Training
- Subsidized Employment
- Vocational Education
- Paid Work Experience
- Unsubsidized Employment
- Job Search/Prep Training and ongoing job search
- Rehabilitative Services
- Vocation –specific Work Experience

EARN participants may also be placed in “Other Activities.” Other Activities include:

- English as a Second Language (ESL)
- Adult Basic Education/Literacy (ABE)
- Non-Core Vocational education- for a client with or without a high school diploma or GED
- Job Skills Training Directly Related to Employment

The CAO will notify the client and the EARN operator of required weekly hours; the weekly hourly requirement ranges from 20 to 35 hours.

Accordingly, this solicitation shall be used to procure services for EARN-eligible individuals as described above.

### **C) Program Considerations:**

The narrative must address the respondent's ability and capacity to fulfill the following EARN program Considerations:

#### **1. Coordination Responsibilities:**

- Acquire and maintain a detailed knowledge of the DHS guidelines and policies.
- Complete the monthly Cumulative Report and Performance Requirement reports and submit to the BCWDB by the fifth (5<sup>th</sup>) of each month.
- Coordinate case managers' and job developers' activities.
- Review case records to ensure compliance with program guidelines.
- Conduct Monthly Monitoring required by DHS and submit to the BCWDB by the 15<sup>th</sup> of each month.
- Attend and ensure that all files are up to date and accurate for the Yearly DHS Time and Attendance Monitoring.
- Ensure that Client Information System (CIS) and Commonwealth Workforce Development System (CWDS) data is reconciled with case records.
- Ensure that case managers are processing supportive services requests accurately and in a timely manner.
- Coordinate and attend Direct Service Team (DST) meetings.
- Ensure that DST members are informed of program performance requirements as well as programmatic requirements and changes.
- Ensure that the DSTs are provided with guidelines, contractors' memoranda, policy clarifications, labor market information supplied by the Bucks County Assistance Office and PA CareerLink<sup>®</sup> Bucks County and other technical information regarding the operation of the program.
- Attend and present at all monthly PA CareerLink<sup>®</sup> Bucks County Partner meetings.

#### **2. Case Management:**

- Assist participants to articulate a realistic employment goal that is based on skill level and assessment results.
- Assist participants to select appropriate work activities, education, vocational skills training, and other activities.
- Counsel, motivate and encourage participants to advance towards the goal.
- Intervene when obstacles arise that will slow down the participant.
- Advocate for the participant and help him/her navigate through various rules, regulations and agencies.

- Help to ensure the participant's successful completion of the program, thereby achieving the program standards.
- Create a documented history of the program participant's progress towards his/her employment and retention goal that can be used to measure the effectiveness of the program.

**3. Job Readiness Activities coupled with Job Placement Activities:**

- Employment: Placement in unsubsidized employment.
- Subsidized Employment (SE) and On-the-Job Training (OJT).
- Paid Work Experience (PWE)

Please note: The Workforce Innovation and Opportunity Act requires agency staff persons involved in the preparation and distribution of participant's paychecks, as will be necessary for OJT/PWE contracts, to be bonded. Program providers will be required to submit bonding information (name of carrier, policy number, amount of coverage) before execution of a contract.

**4. Operational Expectations:**

- EARN program services are currently located at the PA CareerLink® Centers in Bristol and Perkasié.
- Contractor's staff will follow the Bucks County CareerLink® Holiday schedule and openings and closing hours.
- Contractor's staff are expected to integrate into the overall PA CareerLink® and are functionally supervised by the CareerLink® Director regardless of Employer of Record.

## **Section II: Contract Information**

**A) Period of Contract:**

This request for proposals will cover Program Years 2018 and 2019, commencing July 1, 2018 and ending June 30, 2020.

*The level of funding available for subcontracting is limited. All funding is contingent upon the availability of funds and continued state and federal authorization for program activities in Bucks County.*

**B) Eligible Applicants:**

Eligible applicants include for-profit and non-profit organizations with demonstrable ability and experience in designing, implementing, and administering successful workforce development programs targeted to Welfare customers.

### **C) Type of Contract:**

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

### **D) Location of Services:**

The EARN Program shall be offered to all public assistance recipients in Bucks County. Demographically, the majority of Welfare recipients served through the Bucks County CAO resides in the southern portion of the County.

The EARN services are currently delivered at the PA CareerLink® Bucks County:

- Southern participants: 1260 Veterans Highway, Bristol, PA 19007
- Northern participants: 1 Hillendale Drive, Perkasio PA 18944

Each service offered by an EARN Program provider must be accessible by public transportation.

### **E) Timeline:**

- Release of RFP: Friday, December 22, 2018
- Bidders' Questions to be received via e-mail to [dkralle@bucksworks.org](mailto:dkralle@bucksworks.org) by: January 5, 2018
- Response to Bidders' questions will be sent electronically by: January 12, 2018
- Proposal Due Date: Thursday, February 1, 2018
- Review and Selection Period: February 14, 2018 – March 26, 2018
- Anticipated BCWDB Award of Contract: March 28, 2018
- Contractor Transition (if applicable): May 1, 2018 – June 30, 2018
- Program start date: July 1, 2018

## Part III: Conditions of Solicitation

### A) General Conditions:

The release of this RFP does not constitute an acceptance of any offer, nor does such release in any way obligate Bucks County Workforce Development Board, Inc. to execute a contract with any offertory. The Bucks County Workforce Development Board reserves the right to accept or reject any or all offers on the basis of budgetary limitations, service to significant population segments, geographic distribution, needs of the area and other considerations. The BCWDB reserves the right to establish additional considerations or criteria for funding, as deemed necessary. Such considerations may be addressed through final contract negotiations.

Before preparing proposals, offertory should note the following:

The BCWDB will not be liable for any costs associated with the preparation of proposals or negotiation of contracts incurred by an offertory. For the purpose of this proposal, BCWDB will accept proposals from any service provider that can demonstrate the administrative capability to successfully provide all the services identified in this RFP.

All proposals, in their entirety, will become the property of the BCWDB upon submission. BCWDB will reject any proposal that does not follow the format, does not include all of the requirements specified including the required documentation and certifications, and/or are not submitted by the due date and time.

This RFP has been distributed to for-profit, non-profit, educational and/or training provider organizations that have made a request, in writing, that the BCWDB provide their organization with applicable procurements and any PY 2017 contractor who successfully fulfilled their contract with BCWDB.

A public notice of this RFP has been advertised in the Bucks County Courier Times and The Bucks County Intelligencer and is available on the BCWDB website: [www.bucksworks.org](http://www.bucksworks.org).

### B) Contingencies:

The award of a contract for any proposed service is contingent upon the following:

- Cost of the proposed program;
- Favorable review/evaluation of the proposal;
- Approval of the proposal by the Local Management Committee and the Program Evaluation committee of the BCWDB;
- Demonstration of past performance and expert knowledge in the education and/training of this population for the specific criteria addressed in this proposal;
- Ability to provide proof of excellent fiscal accountability;
- Ability to provide transportation to or to offer services along accessible transportation routes; and

- Successful negotiation of any changes to the proposal required by BCWDB.

### **C) Organizational Knowledge and Understanding:**

Provision of services specified in this RFP requires substantial knowledge and understanding of:

- Federal legislation: The Personal Responsibility and Work Opportunity Reconciliation Act and the subsequent TANF Reauthorization legislation.
- Commonwealth legislation: The Pennsylvania Welfare Reform Act, Act 35.
- PA Department of Human Services Cash Assistance Handbook

### **D) Organizational Fiscal Requirements:**

Successful proposer will be required to submit to the BCWDB a copy of their agency/organization's most recent audit, including any findings, prior to the development of a contract for services.

### **E) Certificates of Insurance:**

The program provider whose proposal is approved for funding will be required to submit original Certificates of Insurance showing all coverage in force, including liability and workers compensation, and showing "BCWDB" as the certificate holder, prior to a contract being signed by BCWDB. Certificate of Insurance does not have to be submitted with your proposal. They will be due immediately upon approval of your proposal in order to execute the contract agreement.

The Workforce Innovation and Opportunity Act requires agency staff persons involved in the preparation and distribution of participant's paychecks, as will be necessary for OJT/PWE contracts, to be bonded. Program providers will be required to submit bonding information (name of carrier, policy number, amount of coverage) before execution of a contract.

### **F) Safety:**

Equipment necessary for the safety of the EARN participant and any worksites will be allowable under the grant if indicated in the proposal, (i.e.) First aid kits, gloves, etc. All items bought for the program that are not dispensable become property of BCWDB at the conclusion of the program.

All staff must possess and show proof of Pennsylvania State Police (PSP) Clearance, FBI Fingerprint Clearance and Child Abuse History Clearance dated six months or less from the start of the program.

## **G) Appeals:**

Each proposing agency, whose proposal is reviewed by the appropriate BCWDB committee, shall receive a written notice of approval or non-approval for the proposed project. Following the notification of awards any proposer or potential proposer who has a complaint concerning the issuance of this RFP, the evaluation of proposals received in response to this RFP or any matter relating to the method by which BCWDB secures subcontractors shall have an opportunity to discuss, with the administrative staff, the reasons for non-funding.

Any appeal or complaint must identify any and all contested issues. Subjective interpretations by the review team are not subject to protest or appeal. The written appeal must be filed with and received by the BCWDB no later than five (5) working days after the notice of awards are postmarked.

## **H) Cooperative Program Participation & Monitoring:**

The BCWDB reserves the right to monitor and audit all programs which receive funding, at any time, to assure proper program management, contract compliance, adherence to the performance standards stipulated in the contract, and any other area deemed necessary by the United States Department of Labor, Pennsylvania Department of Labor and Industry, and/or the Pennsylvania Department of Public Welfare.

Program providers must work cooperatively with all frontline staff members of PA CareerLink® Bucks County organizations and must be prepared to report on the program and its performance at monthly Partner meetings.

## Section IV: Performance Requirements:

### EARN Program Performance Standards:

Service providers must meet all performance goals set by the state. Below is the breakdown of performance payments. In the past, the BCWDB has passed performance funds to contractor; please note that the amount of performance funds distributed to the contractor is at the discretion of the BCWDB.

Performance Goal	Definition	GOAL	Payment
Placement Tier 1	Clients must attain Unsubsidized Employment (AC 33), working a minimum of 80 hours in a four-consecutive week period. The four-week period must begin within 180 days of the enrollment date.	Payment based on number of individual clients meeting standard	\$900
Placement Tier 2	Must meet all standards for Tier 1 placement. Additionally, client is making at least \$10/hour at any time during the current EARN enrollment	Payment based on number of individual clients meeting standard	\$300 (total for meeting Tier 1 and 2 = \$1200)
Placement Tier 3	Must meet all standards for Tier 1 placement. Additionally, clients must have earnings that result in the closure of the TANF budget.	Payment based on number of individual clients meeting standard	\$500 (if tier 2 is also met) \$800 (if tier 2 is not met)
Retention	After a client meets the Placement Tier 1 Goal, the client must retain Unsubsidized Employment (AC 33) of at least 80 hours in any given calendar month for up to six months following the placement month. A client may meet the retention goal up to six times in the six months immediately following the placement month. A client may not have hours counted in the same calendar month for both placement and retention.	Payment based on number of individual clients meeting standard	Level 1 = \$100 Level 2 = \$300 Level 3 = \$500 Level 4 = \$700 Level 5 = \$900 Level 6 = \$1,100  Total = \$3,600
Credentialing	In the credentialing component, a client must receive a diploma or certification that will provide the client with a valuable and marketable skill directly related to employment. Limited to one credentialing payment per enrollment	Payment based on number of individual clients meeting standard	\$500

## Data Entry

The EARN service provider may have their own data information system to track program referrals, rejections, enrollments, participant data, services (activities) and terminations. However, CIS and CWDS are the official data systems that DHS will use to validate a client's activities and evaluate achievement of outcomes. The EARN service providers hired to perform data entry are required to attend CWDS training.

DHS has instituted restrictions on timeframes for the data entry of client information into CWDS. These restrictions are necessary to ensure the timely transfer of information from CWDS to CIS, for federal and state reporting purposes, and for timely action by CAOs affecting clients' eligibility for benefits or continued participation in EARN. The EARN service provider must complete data entry into CWDS as follows:

- Hours of participation can be data entered into CWDS based on the attendance form. Data Entry can then be reconciled when the verification is received.
- For all activities other than AC 33 – activity and hours must be entered and, if needed, updated by 15th of the month after the month of participation Example: For July hours must be entered by August 15.
- For AC 33 – activity must be entered by the end of the month following the month of participation and hours must be entered and, if needed, updated by the end of the second month after the month of participation. Example: For July hours must be entered by August 31 and can be edited until September 30.

Any data not entered by the data entry deadlines will not count towards the performance based payments or performance outcomes. Mathematical rounding will be utilized to round clients' hours: round down to the next whole hour if the fraction is below .49 and round up to the next whole hour if the fraction is .5 or above. Mathematical rounding will be instituted at the end of each week per activity. To enroll a client in EARN, the EARN service provider will enter a start date in CWDS. After enrolling the client in the program, the EARN service provider must open at least one Service (Activity) Code to track participation. Under no circumstances is a client to have an open project with no open Service (Activity) Code. EARN service providers must promptly and correctly data enter information into CWDS. It is essential to capture all client activity hours towards meeting federally mandated TANF participation requirements. All service providers must develop a data reconciliation process to ensure that all information in CWDS is accurate.

## Section V: Proposal Instructions

### A) General Format:

Proposals must be prepared and sequenced in accordance with instructions outlined in this part. The proposal narrative, excluding the transmittal form, budget information, program planning summary and any attachments, must not exceed twelve double-spaced pages in a font not smaller than 12 pt. Each page must be numbered.

When completed, proposals are to be assembled as follows:

1. Proposal Synopsis Form (Attachment 1)
2. Narrative
3. Budget
4. Compliance Checklist (Attachment 2)
5. Past Performance (Attachment 3)

Upon contract award, the Service Provider will be responsible for completing a Performance Report and submitting it with monthly invoices. Failure to submit the Performance Report with invoices will result in no payment.

The Compliance Checklist (Attachment 2) must also be included with the proposal. Respondents must initial each section and be able to sign the noted documents before the BCWDB will allocate EARN funding. Upon award of a contract, the BCWDB will require completed/signed documents including:

1. Contract Compliance Form
2. Signed Debarment and Suspension Form
3. Lobbying Disclosure Form
4. Drug Free Workplace Form
5. Single Audit Compliance Form
6. Insurance Form
7. ADA Compliance Form
8. EEO Compliance Form
9. Copy of latest Audit

Your proposal must include a Table of Contents with page numbers for ease of review.

**One original and six copies of each proposal must be submitted. Must also be emailed.**

Proposals must be received no later than 3:00 PM on February 1, 2018 at the Bucks County Workforce Development Board, 1268 Veterans Highway, Bristol, PA. 19007

Proposals must also be sent via e-mail to [dkralle@bucksworks.org](mailto:dkralle@bucksworks.org). Proposals received after the time and date, whether by U.S. Mail, commercial delivery, or hand carried, will not be considered by the BCWDB. Timely receipt of proposals is the sole responsibility of the respondent to this RFP.

## **B) Narrative:**

In describing proposed program design and plan of service, please submit a proposal clearly articulating the following sections:

1. **Performance Measures:** State how your organization will ensure that the Performance Measures will be addressed and achieved.
2. **Program Design:** Clearly articulate the program model. Must include how the program will coordinate with PA CareerLink® Bucks County services, the Workforce Innovation and Opportunity Act, Title I Services and Partner Programs. Clearly state the job development/placement activities to be used.
3. **Statement of Need:** Describe the problems/needs of Welfare recipients in Bucks County and provide relevant supporting data. Clearly articulate how the proposed service strategy will address these needs.
4. **Past Experience or Demonstrated Expertise:** Describe staff/agency experience or recognized expertise in providing successful programs targeted to Welfare recipients. If you have never contracted with the BCWDB, you must provide a minimum of three written letters of reference (as attachments) and three references that may be contacted by the Review Committee.
5. **Coordination:** Describe how services will be coordinated with other vendor/program providers and the PA CareerLink® Bucks County. Additionally, please describe the coordination and partnership with the County Assistance Office.
6. **Staffing:**
  - Include key staff who will be assigned to the program by title, qualifications, function, and amount of time assigned to the program.
  - Describe how staff will be incorporated into the overall Workforce services at the PA CareerLink® Bucks County.
  - Describe how staff will respond to the functional supervision of the CareerLink® Director.
  - Include an Organizational Chart as an attachment.

7. **Facilities:**
  - Lower County: 1260 Veterans Highway, Bristol, PA 19007
  - Upper County: 1 Hillendale Drive, Perkasie PA 18944
8. **Program Monitoring:** Describe the systems in place to ensure participants receive the services and how the participant will be tracked. Describe the systems for measuring customer satisfaction and continuous improvement.
9. **Program Administration & Management Plan:** Describe the overall administration/management plan for proposed program including the following:
  - a. *Supervision:* Indicate, through an organizational chart with supporting narrative, lines of authority and responsibility related to proposed program. Include direct program staff, supervisor(s), manager(s), and administrative support staff. Organizational charts may be included as Attachments.
  - b. *Fiscal Controls and Accounting:* Please describe in the Narrative, or include as an attachment, your organization's policies and procedures for:
    - Cash receipts and disbursements;
    - Purchasing;
    - Property Management;
    - Payroll policy;
    - Travel policy; and
    - Cost Allocation Plan, including provisions for multiple funding sources.
  - c. *Record Keeping:* Indicate type of records to be maintained as it relates to EARN Program services. Indicate where records are to be held, who is responsible for them and the length of time they are to be kept for audit and review. Indicate who is responsible for time sheets and how and when they will be submitted
10. **Performance Funds:** Please describe how performance funds will be spent.
11. **Dual Enrollment:** Please describe how you plan to dual enroll participants into Title I Services.
12. **Credentialing:** Describe which credentials will be utilized to ensure that clients are provided a valuable and marketable skill that relates directly to employment.

## C) Budget:

Each proposal should include a detailed line item budget subdivided into two cost categories of Administrative Overhead and Program Services. Programs providing one-year of follow-up services must include detailed budget information related to those services. Please use the following format listing both Administrative and Program

---

Bucks County Workforce Development Board, Inc.  
 PY 2018, EARN Program Services

Services:

- Staff Wages: Amount of time in hours and hourly rate of reimbursement for each full-time and part-time position.
- Staff Fringes: Indicate type of fringe benefits provided to staff and percent paid for each benefit.
- Staff Travel: Indicate total number of miles to be traveled and reimbursement rate.
- Materials/Supplies: List type, amount, cost.
- Equipment: Indicate type, purpose and cost for each item. (Please note: equipment purchased through this funding is considered the property of the BCWDB and will be required to be returned at the conclusion or termination of the program.)
- Facilities: List cost of rent and utilities (Please note: space may be provided through the CareerLink<sup>®</sup> Center; however, respondents should include rental fees at the time of RFP submission.)
- Communications: Telephone expenses, postage, etc.
- Photocopying/Printing: Specify expenses.
- Insurance/Bonding: Specify amount and purpose.
- Consultants/Legal Services: Specify amount and purpose.
- Accounting/Audits: Specify associated costs.
- Other costs: Specify and itemize.
- Percentage of costs attributable to either Administrative or Program categories.
- PWE and SE wages will be pre-determined by the Bureau of Employment and Training Programs.
- Resource Sharing Agreement (RSA): Historically the EARN provider is responsible for approximately 30% of the RSA Budget. Actual amounts will be negotiated prior to the start of the contract period.

# **PROPOSAL SYNOPSIS FORM**

## **Attachment**

### **# 1**

**Bucks County Workforce Investment Board, Inc.**  
**Bucks County Local Management Committee**  
**Program Years 2018 and 2019**  
**RFP 17-02 EARN**

*Proposal Synopsis Form*

Organization: \_\_\_\_\_

Address/City/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Total Funds Requested: \_\_\_\_\_

- Administrative: \_\_\_\_\_ (Percentage of total budget)
- Program: \_\_\_\_\_ (Percentage of total budget)

Total Clients to be Potentially Served: \_\_\_\_\_ Cost Per Participant: \_\_\_\_\_

Minimum Performance Measures to be Addressed:

*Career Development Component*

- |              |         |
|--------------|---------|
| ▪ Placement  | _____ % |
| ▪ Retention  | _____ % |
| ▪ Credential | _____ % |

Program Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

OFFEROR'S CERTIFICATION

Certification and Adjustments. When a cost analysis is necessary and there is inadequate price competition, respondent must certify that to the best of its knowledge and belief, cost data are accurate, complete, and current at time of agreement of price. Awards or modifications negotiated in reliance on such data should provide awarding agency (the Bucks County Workforce Development Board, Inc.) a right to price adjustment to exclude any significant sum by which price was increased because awardee had knowingly submitted data that were not accurate, complete and certified.

I, \_\_\_\_\_, hereby certify that I am legally and duly authorized to submit this proposal on behalf of \_\_\_\_\_, that information contained herein is true and correct to the best of my knowledge, and that prices for services offered herein are firm and effective through close of business on \_\_\_\_\_.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_, 2018.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

# **Compliance Checklist**

# **Attachment**

# **# 2**

## EARN Program: Program Year 2018 Contractor Compliance Checklist

Upon award of contract, the Bucks County Workforce Development Board will require written certification of the following documents. Prior to the commencement of any program funded with monies under the jurisdiction of the BCWDB, a monitoring visit will be scheduled to verify adherence to certain requirements, including compliance with all physical and assistive devices as required by the American with Disabilities Act (ADA).

Prior to the award of any funding, contractor will be required to complete an Invoice Training with the BCWDB Fiscal Department. Specific reports are due on a monthly basis from each contractor. Specific documentation, including the specific itemization of staff time charged to EARN contracts, must be included in contractor's monthly invoices.

It is important for potential contractors to know before submitting a proposal:

1. Inability to provide the required reports and invoices each month of the contract will result in the termination of the contract and may result in the contractor's repayment of funds issued up to the date of contract termination.
2. Training locations must be in compliance with ADA regulations, both at the time of the contract award and throughout the contract period. Non-compliance issues will result in the termination of the contract.

The following documents will be required to be submitted at the time of the contract award; please check each box and initial on each line, thereby acknowledging your organization's ability/consent to provide:

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

Name of Organization: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Title: \_\_\_\_\_

**Past Performance**  
**Attachment**  
**# 3**

**PAST PERFORMANCE MEASUREMENTS AND DEMONSTRATED EFFECTIVENESS**

Has your organization ever operated a program similar to the EARN Program as described in this RFP?

Yes     No    If yes, please provide the following information:

Period of Performance:      From \_\_\_\_\_ To \_\_\_\_\_

Name of Program: \_\_\_\_\_

Program Funded By: \_\_\_\_\_

Program Performance:

    Number of Participants Served:

        New: \_\_\_\_\_

        Carry-Over: \_\_\_\_\_

Entered Employment Rate: \_\_\_\_\_

Retention Rate: \_\_\_\_\_

Credential Rate: \_\_\_\_\_

Number of Employer Customers Served: \_\_\_\_\_

Results of Employer Customers Served: \_\_\_\_\_

**REFERENCES**

Include a minimum of three Reference Letters, dated after the release of this RFP, detailing your organization’s capacity for programs of this scope. Please ensure each Letter contains the following information:

- Organization Name
- Contact Name and Title
- Address
- Phone Number
- Email Address

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Bucks County Workforce Development Board, Inc.  
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