

# Bucks County Workforce Development Board

## Request for Proposals

*RFP 18-02 Out of School Youth*

For a provider to deliver:  
**Workforce Innovation and Opportunity Act (WIOA) Services for  
Year-Round Out of School Youth  
through the PA CareerLink® system in Bucks County, PA  
for the period July 1, 2019 through June 30, 2021**  
based on performance, and with an  
option to extend for up to two years without rebid.

**RFP Release Date:** *Friday, September 21, 2018*

**Program Proposal Due Date:** *Friday, November 16, 2018 @ 3pm*

*Hand or postal delivery of one original and two copies to:*  
Bucks County Workforce Development Board, Inc.  
1268 Veterans Highway, Bristol, PA 19007

In addition to a total of six hard copies, please submit an electronic version of your proposal in Microsoft Word to: Alice Colyar at [acolyar@bucksworks.org](mailto:acolyar@bucksworks.org).

Bidders' questions regarding the RFP package should be directed electronically to Alice Colyar at [acolyar@bucksworks.org](mailto:acolyar@bucksworks.org) by Friday, *October 5, 2018 @ 3pm*. Answers will be provided to all bidders and posted on the BCWDB website, [www.bucksworks.org](http://www.bucksworks.org) by Friday, October 12, 2018.

This RFP is available in electronic format (Microsoft Word).  
To receive, please send a request to Alice Colyar at [acolyar@bucksworks.org](mailto:acolyar@bucksworks.org) or  
download it from our website 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) Introduction:**

The Commonwealth of Pennsylvania designated Bucks County a Local Workforce Development Area (LWDA) under the Workforce Investment Act (WIA) of 1998 and reauthorized under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The legislation authorizes and charges local workforce development boards with policy development, strategic planning, and financial stewardship of workforce investment and development for the LWDA. 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 Public Welfare to administer Temporary Assistance to Needy Families (TANF) funded activities in Bucks County.

The work of the BCWDB is to develop and maintain an effective and responsive system of services and programs that leverages resources to meet the needs of local Employers for a skilled workforce with the needs of local Bucks County residents for economic stability and self-sufficiency.

The mission of the BCWDB is to promote, drive, and ensure an effective workforce in Bucks County aligned with economic development. Our vision is that Bucks County has a dynamic, globally competitive workforce that responds to the evolving direction of business and industry.

The Workforce Innovation and Opportunity Act of 2014 requires that each LWDA (Local Workforce Development Area) has at least one comprehensive one-stop service center providing an accessible marketplace for Employers and Job Seekers to be effectively matched. In Pennsylvania, the one-stop centers are known as PA CareerLink<sup>®</sup>. The BCWDB oversees the PA CareerLink<sup>®</sup> Bucks County and its Service Providers and, as the entity accountable to the Commonwealth of PA for the performance and financial investment of funds, makes every effort to ensure that workforce investment and development services are effectively and efficiently provided.

The comprehensive PA CareerLink<sup>®</sup> Bucks County site is located at 1260 Veterans Highway, Bristol, PA. An affiliate site is located at 1 Hillendale Road, Perkasie, PA 18944.

Bucks County is a single county LWDA, comprised of 622 square miles of land area with a total population of 627,033 (2017). Ninety one percent of the county is urban; 9 percent is rural. The unemployment rate for April 2018 was 3.45% which equates to approximately 21,623 residents. The median household income (2016) was \$79,600. The top ten employing industries (from a centralized location in Bucks County) include:

1. Health Care & Social Assistance
2. Retail Trade
3. Manufacturing
4. Accommodation and Food Services
5. Education Services

6. Professional, Scientific, and Technical Services
7. Construction
8. Wholesale Trade
9. Administrative and Support and Waste Management and Remediation Services
10. Other Services (except Public Administration)

There are 43,414 employer units in Bucks County (EMSI – [www.economicmodeling.com](http://www.economicmodeling.com)).

The BCWDB concentrates its investments in both High Priority Occupations and Targeted Industry Clusters. High Priority Occupations, as defined by the Department of Labor and Industry, are occupations that are in-demand by employers, have higher skill needs, and provide family sustaining wages. Targeted Industry Clusters consist of a group of industries that are closely linked by common product markets, labor pools, similar technologies, supplier chains, and/or other economic ties.

The Commonwealth of PA has identified twelve Targeted Industry Clusters:

Advanced Manufacturing	Energy
Agriculture & Food Production	Health Care
Bio-Medical	Hospitality, Leisure & Entertainment
Building & Construction	Logistics & Transportation
Business Services	Real Estate, Finance & Insurance
Education	Wood, Wood Products & Publishing

The opportunity to identify Employer needs for skilled workers, to train Job Seekers for emerging occupations, and to place Job Seekers in open job positions is effectuated by the services provided through the PA CareerLink<sup>®</sup> Bucks County.

## **B) Synopsis of RFP:**

This Request for Proposals is soliciting qualified and experienced Service Providers who are interested in and capable of providing Out of School Youth activities and services to eligible Workforce Investment Act participants under Workforce Innovation and Opportunity Act funding enrolled in services at the PA CareerLink® Bucks County located in Bristol and also in an additional location in the Upper County.

The Service Provider will function under the direction of the PA CareerLink® Bucks County as a fully integrated Partner without regard to the organizational mission of the selected proposer. The Service Provider will be under the functional leadership of the One-Stop Operator.

The selected Provider must demonstrate the capacity to develop relationships with various agencies throughout the County in an overall effort to coordinate activities that address the employment and training needs as well as the social barriers that Youth participants encounter. The Provider must be capable of working closely with all Partners and the BCWDB to respond accordingly to changing needs. The Provider must demonstrate the capacity to develop business development relationships with economic development and employer communities to enhance immediate paid work experiences and future placement opportunities. The Provider must demonstrate a willingness and ability to leverage funds, resources, and services.

While the Service Provider is responsible in meeting established Youth customer programmatic requirements and participant-based outcomes (established by the Department of Labor and the BCWDB) all services provided through the PA CareerLink® Bucks County system, if effectively leveraged, result in appropriate and positive outcomes for the Partners and the Employers/Job Seekers we mutually serve.

Instructions for submitting proposals are included in the RFP. Interested parties must complete the proposal package as instructed and submit it without exception by the date and time listed in the Timeline Section to the BCWDB office located at 1268 Veterans Highway, Bristol, PA 19007 and electronically.

The selected Provider will be compensated with WIOA funding. Additional funding may include but is not limited to: Title I Adult/DW, Rapid Response funds, Statewide Activity funds, Department of Labor discretionary funds, other federal/state/TANF/JJI/WIOA funds as appropriate and applicable.

The BCWDB plans to fund one proposal for a two-year period. The initial contract period will begin July 1, 2019 through June 30, 2021. The BCWDB reserves the option to renew the contract at its discretion for two additional years for Service Providers who are meeting all Performance Requirements. In the event of a contract extension, notice will be provided to the Service Provider no later than three months prior to the end of the initial contract date. If a new Service Provider is awarded the contract, the contract period will begin April 3, 2019 to allow for transition of services to occur. Actual program services will begin July 1, 2019. In the event the current Service Provider is awarded the contract, no transition period will be necessary.

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

**Please be advised:** The provision of services in this RFP require substantive knowledge and understanding of the WIOA and its implementing regulations, applicable state and federal regulations (TEGLs/TENs/WIINs) and circulars, the policies of the federal Department of Labor and PA Department of Labor and Industry, and our local labor market. Proposers are **strongly** advised to research all of the above on these websites (this is not an exclusive list):

- Bucks County Workforce Development Board, Inc., [www.bucksworks.org](http://www.bucksworks.org)
- PA Department of Labor, [www.paworkforce.state.pa.us](http://www.paworkforce.state.pa.us)
- Center for Workforce Information & Analysis, [www.paworkstats.state.pa.us](http://www.paworkstats.state.pa.us)
- Department of Labor, Employment & Training Administration, [www.doleta.gov](http://www.doleta.gov)

The BCWDB RFP Selection Committee will evaluate, rank, and make funding decisions regarding individual proposals received. Input may be solicited from representative(s) of the Bucks County Workforce Development Board of Directors, PA CareerLink® Bucks County Operating Consortium and/or the PA CareerLink® Bucks County One Stop Operator.

This RFP is a solicitation for one provider of Out of School Youth Services in the PA CareerLink® Bucks County system in the comprehensive site and an additional location in the Upper County.

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

The Out of School Youth Contractor(s) will be responsible for the following services to eligible Youth participants (see section D):

1. Tutoring, study skills, and dropout prevention
2. Alternative education
3. Paid and unpaid work experiences
4. Occupational skills training
5. Leadership development
6. Supportive services (transportation, child care, work uniforms, tools, etc.)
7. Adult mentoring for 12 months
8. Follow-up services for 12 months
9. Comprehensive guidance and counseling
10. Education offered concurrently with, and in the same context as, workforce preparation activities and training
11. Financial literacy education
12. Entrepreneurial skills training
13. Provision of labor market information
14. Activities that help youth prepare for and transition to post-secondary education and training.

**Follow-Up Services:** Participants who have been terminated from WIOA-funded programs as a “positive termination/entered employment” must be tracked and provided with as-needed follow-up case management and regular contact for at least ONE year following the date of termination.

## **D) Participant Eligibility:**

WIOA requires funds to be dedicated according to specific eligibility of individuals. The Service Provider will be responsible for the eligibility certification. The system of record is the Commonwealth Workforce Development System (CWDS), an internet-based database through the Department of Labor. Training will be provided on CWDS to the successful proposer. Paper files are also required to be maintained and transferred to the BCWDB.

Individuals eligible for WIOA funds under the “Youth” funding stream must be:  
an individual who is—

1. not attending any school (as defined under State law);
2. not younger than age 16 or older than age 24; and one or more of the following:
  - (I) A school dropout.
  - (II) A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter.
  - (III) A recipient of a secondary school diploma or its recognized equivalent who is a low-income individual and is—
    1. basic skills deficient; or
    2. an English language learner.
    3. An individual who is subject to the juvenile or adult justice system.
    4. A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement.
    5. An individual who is pregnant or parenting.
    6. A youth who is an individual with a disability.
    7. A low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment.

\* All male participants 18 years of age and older must register or be registered with Selective Services.

## **E) Required Outcomes:**

The Bucks County LWDA is responsible for meeting or exceeding State required Performance Measures, referred to as Common Measures, for WIOA investments. The BCWDB establishes additional Performance Measures for each contractor's individual performance. Each individual contractor's performance and efforts in the aggregate are what creates an effective and quality workforce delivery system in Bucks County.

The Provider(s) must commit to a constant improvement in performance numbers and outcome based results. Specific performance requirements are provided to contractors annually in June of each year and as updated by the Department of Labor and Industry.

The Performance Requirements will reflect the Common Measures in place at the time of contract award, which may vary from the current negotiated measures for PY18 which are:

- Youth Placement into Employment or Education = 63%
- Youth Attainment of a Degree or Certificate = 90%
- Youth Literacy Numeracy Gains = 60%

Under WIOA regulations the following will be measured:

- Placement in Employment, Education, or Training
- Retention in Employment, Education, or Training
- Earnings after entry into unsubsidized employment
- Credential rate
- Literacy and Numeracy Gains
- In Program Skills Gain
- Indicators of effectiveness in serving employers

## Section II: Capacity & Program Considerations

The PA CareerLink® Bucks County is open to the public. In Program Year 2017 (July 1, 2016 through June 30, 2017) the Bristol site provided services to 17,273 Job Seeker customers; the Perkasio site to 1,098. There were a total of 6,751 job orders opened/serviced on the CWDS ([www.pacareerlink.state.pa.us](http://www.pacareerlink.state.pa.us)) public-side of the website.

From July 1, 2016-June 30, 2017, there have been a total of 75 enrolled Out-of-school Youth.

The specific requirements of the Program have been outlined earlier in this RFP. Both regularly and periodically (based on funding levels and workforce needs), the BCWDB contracts with organizations to perform program activities outside of the Provider's scope of work which will impact and affect its work. These include Youth activities, Incumbent Worker Training, Business Development and related projects. In these instances, the Provider, as an agent/contractor of the BCWDB, will perform required participant activities including eligibility determination, tracking, and reporting.

Proposers are expected to possess the experience, capacity, and expertise of providing the Program Services and are encouraged to craft and submit a design that will satisfy Performance Requirements in accordance with regulations, advance the mission of the BCWDB, coordinate and leverage effective services through the CareerLink® workforce delivery system and satisfy the needs of the Youth in the Bucks County LWDA. As a priority for serving all customers, the successful proposer will use the services and programs available at the PA CareerLink® Bucks County and through its Partner agencies first.

Services and activities must observe the following restrictions and requirements when considering program design:

1. Program training, services, and/or activities cannot start prior to July 1, 2019; however, transition activities, if necessary, are expected to begin April 1, 2019, or as soon as contract negotiations are concluded with the BCWDB.
2. Proposers are responsible for adhering to all current and modified laws, rules, regulations, guideline requirements, policies, and local changes.
3. Close coordination with the BCWDB is required throughout contract execution and at least one senior staff person who is familiar with all activities will be named as the liaison with the BCWDB.
4. Staff of the Provider will have direct operational reporting requirements to the PA CareerLink® One Stop Operator. On-site Services staff will be required to abide by operational schedules (holiday, daily operational hours, inclement weather) of the PA CareerLink® Bucks County. Staff is expected to work professionally and cooperatively which is essential when multiple Partner staff are co-located and integrated by function and space assignments.

5. In the event that an organization other than the current Provider is awarded this contract, swift and immediate transition activities will be necessary to avoid gaps in services to customers on July 1, 2019 or beyond. The BCWDB recommends that any organization awarded funds through this RFP give consideration in employment to current employees who may be displaced as a result of this procurement. At a minimum, the selected Service Provider will be required to interview incumbent Out of School Services staff for similar positions. Hiring is not required unless Contractor is satisfied the incumbent meets the threshold needs for the position under the proposed service design.
6. All staff funded with these grant dollars are expected to provide some level of direct customer service or customer support such as data entry. The BCWDB is not interested in supporting layers of management staff and will not support administrative or support staff not directly related to the execution of the contract.
7. Proposer should plan for staffing capability to include bilingual staff capacity.
8. Proposer should consider that a significant number of direct services staff hold a bachelor's degree and/or related workforce experience.
9. The following PA CareerLink® Bucks County positions are currently (at release time of this RFP) funded through WIOA Youth dollars and therefore represent the execution of activities as outlined in this RFP. This information is provided for illustrative purposes only and proposers are reminded that the BCWDB is looking for innovative methods of service delivery:
  - Youth Program Manager
  - Youth Case Manager
  - Youth Advocate/Driver
  - Youth Job Developer
  - GED Instructor
10. Any staff assigned to work with Youth customers (at times of additional contracted/required services) must have proof of passing:
  - Child Abuse History Clearance (CY113)
  - Pennsylvania State Police Criminal Record Checks for Employment (SPA-164) or Volunteers (SPA-164A)
  - Federal Bureau of Investigation (FBI) Fingerprinting
11. Sufficient staff must be provided to meet the needs of the PA CareerLink® Bucks County and Program requirements. The selected Provider must be flexible with staffing and have the ability to shift staff responsibilities/operations/hours/location in order to ensure effective coverage. In addition, the successful proposer must have the ability and capacity to provide activities to individuals speaking any language other than English. The PA CareerLink® Bucks County provides access to Language Line for initial communication and Partner leveraging may be available, but the Provider must be able to adequately provide services to non-native English-speaking WIOA-eligible participants as necessary.

12. The selected Provider must complete and maintain a current case record via the CWDS and hard copy methodology required by the BCWDB for every participant. The Provider must adhere to using the forms, practices and procedures as required by the BCWDB.
13. All training related occupations researched and OJT opportunities recommended for additional financial investment by the BCWDB must be in-demand and accountable in accordance to the Commonwealth of PA's Department of Labor and Industry current High Priority Occupation List for Bucks County.
14. Confidentiality of customer information must be maintained to meet the requirements of Health Insurance Portability and Accountability Act (HIPAA) regulations and specific procedures as required by law, the BCWDB, and the PA CareerLink® Bucks County Partners/Director. All customer information must be maintained in secured, locked file cabinets at all times with limited staff accessibility.
15. The selected provider, as well as all contracted partners, is expected to contribute to staffing the Career Resource Center.
16. **This RFP as well as the proposer's response are incorporated into the contractual agreement.** All information expressly specified or implied in this document become contractually enforceable upon agreement in regard to program requirements, expectations, and grant execution.

## **Section III: Contract Information**

### **A) Period of Contract:**

This request for proposals will cover two Program Years 2019 and 2020, commencing July 1, 2019 and ending June 30, 2021. Based on performance and grant funds availability, a two-year contract extension may be awarded without rebid.

This request for proposal will include follow-up services for each individual enrollee for a minimum of one year following the date of the participant's exit from the program.

Please note: "Summer youth" activities are allowable within a structured year-round program.

### **B) Eligible Applicants:**

Eligible applicants include for-profit, non-profit organizations and educational entities with demonstrable ability and experience in designing, implementing, and administering successful programs targeted to WIOA eligible Youth.

### **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. The Selected Provider will be required to maintain the documentation necessary to support reported costs for seven years and make it available as/if needed.

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

Out of School Youth Programs are to be provided at the PA CareerLink® Bucks County comprehensive sites: 1260 Veterans Highway, Bristol. Additionally, bidders should include a plan to serve Out-of-School Youth in the Upper part of the county.

Respondents to this RFP should not include rental fees and/or utility costs in the budget as these will be included in the Resource Sharing Agreement (RSA). Respondents should include transportation procedures/services as part of the proposal.

## **E) Timeline:**

- Release of RFP: Friday, September 21, 2018
- Bidders' Questions to be received via e-mail to [acolyar@bucksworks.org](mailto:acolyar@bucksworks.org) by Friday, October 5, 2018
- Q&A distributed electronically on: Friday, October 12, 2018
- Proposal Due Date: Friday, November 16, 2018 by 3:00 PM
- Review and Selection Period: November 17, 2018-December 18, 2018
- BCWDB Award of Contract: Wednesday, December 19, 2018
- Anticipated Contract Start Date: To be determined depending on the Service Provider selected. April 3, 2019 if new provider is selected and transition services are required; July 1, 2019 if current provider selected. Transition activities may begin April 3, 2019; Program activities will begin July 1, 2019.

## Section IV: 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 the BCWDB to execute a contract with any offeror. The BCWDB 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, offeror should note the following:

1. The award of a contract for any proposed service is contingent upon the favorable evaluation of the proposal and successful negotiation of any changes to the proposal as required by the BCWDB.
2. The BCWDB reserves the right to negotiate the final terms of all contracts with successful Proposers. The BCWDB may require selected proposers to attend a meeting to discuss their proposal and contract provisions. Items that may be negotiated include, but are not limited to, the type and scope of services, cost and fees, staffing, staffing levels, management, and programs offered. Likewise, the BCWDB also reserves the right to accept any proposal without substantive negotiation.
3. The BCWDB reserves the right to reject all proposals and re-issue the RFP at any time prior to the execution of a final contract; to require in any RFP similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
4. The BCWDB further reserves the right:
  - a. To reject the proposal of any proposer that, in the judgment of the BCWDB, has been delinquent or unfaithful in the performance of any contract associated with the BCWDB, is financially or technically incapable, or is otherwise not a responsible proposer;
  - b. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the BCWDB's sole judgment, material to the proposal;
  - c. To request that one or more of the proposers modify their proposals or provide additional information;
  - d. To request additional or clarifying information from any proposer any time, including information inadvertently omitted by a proposer;
  - e. To require that proposers appear for interviews and/or presentations of their proposals at the BCWDB office;

- f. To inspect projects similar in type and scope to the work sought in this RFP and/or to inspect the proposer's facilities to be used in furnishing goods or services required by the RFP;
  - g. To conduct such investigations as the BCWDB considers appropriate with respect to the qualifications of any proposer and with respect to the information continued in any proposal.
5. In order to review proposal(s) efficiently, all proposals must be presented in the designated format with all budget and other forms completed thoroughly and accurately. The BCWDB reserves the right to reject any proposal not formatted consistent with the proposal format requirements.
6. The BCWDB reserves the right to negotiate with successful proposers for the inclusion of services to groups and for the inclusion of activities in addition to those described. Changes may be instituted at any time during the contract period with advance notice to proposers.
7. If a selected proposer fails to provide the information required to begin negotiations in a timely manner, fails to negotiate in good faith or indicates they cannot perform the contract within the budget funds available for the project, or, if selected proposer and the BCWDB after a good faith effort, cannot come to terms, the BCWDB may terminate negotiations with that particular proposer and commence negotiations with any other proposer.
8. The selected proposer must demonstrate the ability to be compliant with program reporting and record keeping, the capability to generate accurate and timely information, and submit regular fiscal and programmatic reports.
9. The selected proposer will be required to provide financial and performance reports to the BCWDB, the PA CareerLink<sup>®</sup> Partners, and the PA CareerLink<sup>®</sup> One Stop Operator on a monthly basis. The deadline for most financial and performance monthly reports will be the 10<sup>th</sup> day of the month following the reporting month. Failure to submit any report on time in a complete and accurate form may result in de-obligation of funds or the termination of the contract.
10. 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 Provider that can demonstrate the administrative capability to successfully provide all the services identified in this RFP.
11. The BCWDB will not pay for curriculum development except in the course of individualized curricula for enrolled participants. If an off-the-shelf package will be purchase/utilized, the proposer must identify the material(s) in the budget line item and submit information regarding it as an attachment to the proposal.

12. 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. Upon submission, all proposals, in their entirety, become the property of the BCWDB and subject to the PA Open Records Law.
13. This RFP has been distributed to for-profit, non-profit, educational and/or training provider organizations that have made a request, in writing, to the BCWDB.
14. A public notice of this RFP has been advertised in the designated newspaper(s) of record, currently 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 BCWDB will award a contract to the responsible and responsive proposer whose proposal is determined to provide the best overall outcomes-based and financial stewardship value to the BCWDB.

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 RFP Review committee of the BCWDB;
- Demonstration of past performance and expert knowledge in the delivery of services to these customer bases and the specific criteria addressed in this proposal;
- Demonstrated performance of the effectiveness of the agency or organization in delivering comparable or related program services and activities including the ability to meet specific program design elements that ensure customers are engaged in appropriate activities;
- Demonstrated ability to meet performance goals, costs, and quality of services;
- Demonstrated ability to integrate services within the PA CareerLink<sup>®</sup> Bucks County model;
- Quality and qualifications of key staff;
- Ability to provide proof of excellent fiscal accountability;
- Demonstrated depth of understanding of the requirements outlined in this RFP; and
- Successful negotiation of any changes to the proposal required by BCWDB.

Funds awarded under this proposal shall not be used to suplicate facilities or services currently available in the county with or without reimbursement from Federal, state or local sources.

Funds awarded under this proposal shall not be used to assist, promote, or deter union organizing.

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

Provision of services specified in this RFP requires substantial knowledge and understanding of the following as applicable:

- Federal legislation: The Workforce Innovation and Opportunity Act of 2014 and its implementing regulations.
- Commonwealth of PA: Guidance and interpretation as required on the workforce delivery system as defined under Title I of the Workforce Innovation and Opportunity Act including but not limited to the PA CareerLink<sup>®</sup> workforce system.
- The Bucks County Workforce Development Board, the PA CareerLink<sup>®</sup> Partners, the Bucks County Local Management Committee, and the Bucks County Youth Council.

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

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

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

The Service Provider whose proposal is approved for funding will be required to submit an original Certificate of Insurance showing all coverage in force, including liability and workers compensation, and showing "BCWDB, Inc." as the certificate holder, prior to a contract being signed by the BCWDB. Certificates of insurance do not have to be submitted with the proposal but are required to be submitted prior to the execution of the contract.

Except as otherwise approved by the BCWDB in writing, the following provisions shall apply to each and every policy of insurance which the Provider is required hereunder to carry:

- a. The form, amount and coverage of each policy, and the insurer under each policy which must be duly licensed in Pennsylvania, shall have an AM Best Rating of B+ or higher (or similar Insurance Company Rating Organization)
- b. Contractor shall cause each insurance carrier to deliver its certificate of insurance to the BCWDB certifying the applicable insurance provisions herein required
  - i) upon the execution hereof, and
  - ii) at any other time upon the BCWDB's request;
- c. At least thirty (30) days prior to the expiration of each policy, contractor shall provide the BCWDB with certificates (or copies of policies) of renewal or replacement policies; in the event of non-renewal or cancellation or material change in coverage a sixty (60) days notice of such action shall be sent via certified mail to the BCWDB;
- d. Contractor shall not permit any condition to exist and shall not commit any act or omission, which would wholly or partially invalidate any insurance;

- e. The BCWDB shall be endorsed as an additional insured on all policies, except workers' compensation and professional liability;
- f. The requirements described above are also applicable to any and all subcontractors hired by the contractor to perform work under this contract.

The WIOA and, therefore, the BCWDB require agency staff persons involved in the preparation and distribution of participant's paychecks, as may be necessary for subsidized employment and/or work experience activities, to be bonded. Program providers will be required to submit bonding information (name of carrier, policy number, amount of coverage) before funds are disbursed by the Provider.

### **F) Safety:**

Equipment necessary for the safety of any participant and/or 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.

Proposer must agree to obey all OSHA, federal, state, county, and local laws or ordinances in any way pertaining to the requirements of the specification, and shall obtain any and all permits, etc. which may be necessary.

All staff working with Youth must possess and show proof of criminal and child abuse clearances.

### **G) Requirements & Terminations:**

1. The BCWDB, with 30 day advance notice to provider may modify or terminate the agreement due to, but not limited to factors such as:
  - a. funding decreases;
  - b. unsatisfactory performance by the contractor;
  - c. failure to work cooperatively with the BCWDB and or the PA CareerLink<sup>®</sup> Bucks County;
  - d. lack of sufficient programmatic services available to customers;
  - e. any other reason as determined by the BCWDB.
2. The BCWDB, with or without notice to the provider may terminate the agreement due to serious issues such as, but not limited to:
  - a. theft;
  - b. question of integrity of use of funds by contractor;
  - c. unallowable use of funds;
  - d. unsafe acts;
  - e. breach of confidentiality and/or HIPAA violations;

- f. activities performed by employees or agents of the provider that are not directly related to the specifications outlined in this RFP and which constitute a breach of this agreement.
3. Proposer must comply with the salary and bonus limitations as established by Public Law 109-234 and outlined in Training and Employment and Guidance Letter (TEGL) 5-06. Failure to comply with this limitation may result in disallowed costs that must be repaid to the BCWDB. Additional information can be found at [www.doleta.gov](http://www.doleta.gov).

## **H) 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 distributed.

## **I) 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.

Contract providers must work cooperatively with all frontline staff members of the PA CareerLink® Bucks County representative organizations and must be prepared to report on the Program Services and performance at monthly PA CareerLink® Bucks County Partners' meetings and/or quarterly BCWDB Board of Directors' or Youth Council Meetings.

## **J) Administrative Requirements:**

1. The proposer must be capable of supporting its own operation.
2. Proposers must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the proposed program and to meet federal financial accountability requirements mandated by most federal grants.
3. Proposers must ensure compliance with applicable State and Federal law including applicable accounting and financial management principles/requirements, OMB circulars,

audit requirements, etc.

4. Proposers may be subject to a pre-award survey. This may include, but is not limited to, a review of proposer's record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.
5. In the event of a contract award, provider shall retain all program records for a minimum of seven (7) years following completion of audit and resolution of any questioned costs. If an audit began during the seventh year period and has not been completed, the customer case record files must be retained beyond the seventh year period until the audit is completed. File storage has been arranged by the BCWDB.
6. Customer files are considered the property of the BCWDB and must be provided at the end of the program period or when requested, and must be available at all times for review.
7. All procurement shall be conducted to provide open and free competition. If a proposal identifies a specific entity (subcontractor or vendor) to provide services, awards made through this RFP do not provide the justification or basis to sole-source the procurement, i.e., avoid competition; therefore, all subcontracted services and vendors must be competitively bid.
8. The proposer must assure that health and safety standards established under Federal, State and local laws shall be applicable to working or training conditions of participants and that provisions will be made for accessibility of individuals with disabilities to the training and/or working facility as required by section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990.
9. All customer forms, documents, outreach and promotional material must contain the following language: "Auxiliary aids and services are available upon request to individuals with disabilities" and "Equal Opportunity Employer/Program." All customer forms, documents, outreach and promotional material must be prepared consistent with BCWDB and/or PA CareerLink® Bucks County standards (including electronic messaging) and is subject to pre-review by the BCWDB and/or PA CareerLink® Bucks County Partners and/or Director regardless of the employer of record.
10. All applications for funding will be reviewed and approved by the BCWDB RFP Review Committee. A contractual agreement authorizing the administration and operational requirements incumbent upon both parties will be negotiated.
11. The BCWDB reserves the right to conduct a pre-award review of the proposer's administrative standards and procedures to ensure that these are in general agreement with the procedures prescribed by federal and state regulations. The BCWDB also reserves the right to review these procedures to ensure that they are adequate for the accountability of the funds to be distributed under the contract.

12. The BCWDB reserves the right to monitor and audit all projects at any time for compliance with accounting procedures, participant utilization, equal employment opportunities and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, the Pennsylvania Department of Labor and Industry and any other source of funding as required.

*Funding – initial and continuation - of all programs/services is subject to the availability of funds.*

## **Section V: Evaluation Criteria and Process**

A committee of the BCWDB will review proposals that meet the general criteria established by the RFP. The review committee may consist of BCWDB Board of Director members, Bucks County Youth Council, staff and/or other knowledgeable individuals appointed by the BCWDB. The proceedings of the review committee are confidential. Members of the BCWDB RFP Review Committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.

Through this review and evaluation process, each member of the review committee will evaluate each proposal to assess quality of the proposed services and activities.

Upon review and evaluation of proposals, the above group will then meet to discuss each proposal and to discuss the combined rating sheet that is based on the average scores of each review committee member. Cost and budget data will be reviewed separately from technical information.

During the evaluation process, the selection committee may at its discretion, request any one or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any question the review committee may have on a proposal. Not all proposers may be asked to make such oral presentations.

Upon conclusion of the review and evaluation process, the review committee will vote and recommend their selected provider to the Director of the BCWDB. A recommendation will be made to the BCWDB Board of Directors for approval.

### **A) Notification of Award:**

1. It is expected that final approval of a Provider(s) will occur during the December 2018 Board of Directors' general membership meeting. Proposers will be notified in writing of their approval or rejection as soon as possible. If necessary, contract negotiations will be performed. The purpose of the contract negotiations is to arrive at a common understanding of contract essentials such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract, consisting of standard contract provisions, will then be executed to cover the intended contract period. Additional provisions may be added as deemed necessary. The selected contractor must be prepared to begin the hiring and transition process as soon as the contract is executed so that all services continue uninterrupted.
2. Proposers not selected may request, in writing, an oral debriefing. Requests for debriefing must occur within five days from receipt of a notification letter.

## **B) Compliance with the Law and Conflict of Interest:**

1. The selection of a contractor shall be accomplished in compliance with the relevant rules, regulations and directives. Each contractor is required to comply with the requirements of all applicable Federal, state, and local laws, ordinances, rules, regulations, and amendments.
2. The BCWDB and any entity or persons who themselves or whose organization will gain financially as a result of a BCWDB decision to subcontract a particular function, service and/or activity of the program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.
3. When procurement of services and/or activities is discussed at a BCWDB meeting, all potential proposers will be asked to leave the meeting during that discussion. Potential proposers who do not leave will be disqualified from bidding.

## Section VI: RFP Packet Instructions

### A) Proposal Format:

When preparing your proposal, you are asked to follow the format instructions:

- Repeat the question (in the order presented in this document) and
- Provide your response directly below the question. This will allow the Review Committee to quickly determine whether or not you have responded to the question without looking for responses that may be embedded into paragraphs of text.
- Pages must be numbered.
- Charts and other attachments are not included in the fifteen page limit.
- Proposals must be stapled in the upper left-hand corner, not bound and not placed in a binder.
- Brochures, expensive paper, promotional material and the like are not wanted unless they are germane to the proposal in some way.
- Proposers are cautioned to keep attachments to a minimum and to avoid including redundant documents.
- Completeness, legibility and clarity are essential. Inclusion of multiple or wordy attachments increases the risk that reviewers could miss critical information.

To be considered, proposers must:

- submit a complete proposal; and
- respond fully to all requirements, using the format provided.

Failure to submit a complete proposal and/or respond fully to all requirements may cause the entire proposal to be rejected.

### B) Required Proposal Information:

The following outline indicates the required components of the proposal. Each component must be addressed specifically and in the requested format and order. Forms included in this RFP Package must be completed and submitted with the proposal. For items that do not apply to your proposed program training, service and/or activity, please write “N/A” along with a full explanation in the appropriate space in the document.

No costs or budget figures are permitted to be included in this submission except for the Line Item Budget.

## ITEMS TO BE INCLUDED IN THE PROPOSAL:

### Proposal Checklist

#### Narrative Documents

1. Transmittal Form – this must be the first page of the proposal. The Transmittal Form must be completed in full. Do not leave any items blank.
2. Executive Summary - a two page summary of both your Program Narrative and Program Management Narrative.
3. Past Performance Measurements / Demonstrated Effectiveness  
If you previously operated similar program(s), answer in the affirmative and indicate the most recent or most relevant period on the form.

If applicable, provide a copy of the two most recent official monitoring reports from a similar program you currently operate or have previously operated. Include your organization's response to those monitoring reports. Submit the reports as Attachments in your proposal packet.

Provide a copy of the year end performance reports for the prior two years from a similar program you currently operate or have previously operated. Submit the reports as Attachments in your proposal packet.

Attach three references (one must be a formal letter dated after the release of this RFP) resulting from operating programs of this scope. Include the following information: Organization Name, Contact Name and Title, Address, Phone Number and Email Address.

4. Program Narrative - limited to fifteen (15) single spaced pages of print with a font size of no less than 12, and margins no smaller than one inch.
5. Program Management Narrative - limited to four (4) single spaced pages of print with a font size of no less than 12, and margins no smaller than one inch.
6. Financial System Criteria - complete the questions #1 and #2 and provide attachments according to the directions listed in the Financial System Criteria Section.
7. Personnel Policy Statements - All proposers must include with their submission a statement certifying that they have current Personnel Policies in place and on file at all times.
8. Insurance Statement – All proposers must include a statement that proof of insurance will be issued upon selection.
9. Compliance Checklist - All proposers must check each box and initial with their ability/consent to provide the items listed.

#### Financial Documents

Line Item Budget Summary and Personnel Detail

# PROPOSAL CHECKLIST

RFP #18-02

Out of School Youth Services

Page 1 of 2

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**Please initial and include with proposal**

## I. Narrative Documents

- Transmittal Form (1 of 9)
- Executive Summary (2 of 9) (2 page limit)
- Past Performance Measurements/Demonstrated Effectiveness (3 of 9)  
*Attachments:*
  - Official Monitoring Report(s)
  - Year End Performance Report(s)
  - Three references from operating programs of this scope
  
- Program Narrative (4 of 9)  
*Attachments:*
  - Job Description for On-Site Management position and resume if applicable
  - Job Descriptions for each position that will administer the program and resumes if applicable.
  - Organizational Chart for the Provider staff
  
- Program Management Narrative (5 of 9)  
*Attachment:*
  - Overall Organizational Chart
  
- Financial System Criteria (6 of 9)  
*Attachments:*
  - Copy of a written Cost Allocation Plan (optional, see the form)
  - Listing of the organization's Board of Directors (if applicable)
  - Bonding Agreements
  - Certification Letter
  - Description of financial management credentials
  - Statement of cash on hand and/or line of credit with a bank
  - Most Recent Audit Report including Management Letter and Corrective Action Plan
  - Cost Allocation Plan opinion
  
- Personnel Policy Statements (7 of 9)  
*Attachments:*
  - Personnel Policy summary
  - Equal Opportunity Policy Statement
  - Grievance Policy
  
- Insurance Statement (8 of 9)
  
- Compliance Checklist (9 of 9)

# PROPOSAL CHECKLIST

RFP #18-02

Out of School Youth Services

Page 2 of 2

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**Please initial and include with proposal**

## II. Financial Documents

\_\_\_\_ Line Item Budget

*Attachments:*

\_\_\_\_ Personnel Detail Form

\_\_\_\_ Copy of the Rate Agreement if using an Indirect Cost Rate

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Signature

Title

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Printed Name

Date

# PROPOSAL TRANSMITTAL FORM

RFP #18-02  
Out of School Youth Services

Page 1 of 2

## To be completed and submitted with proposal

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 Youth to be Served: \_\_\_\_\_ Cost Per Participant: \_\_\_\_\_

Common Measures to be Addressed:

Outcome-Based Performance Measures to be Addressed & Percent/Number/Goal to be Achieved:

- Youth Attainment of a Degree or Certificate \_\_\_\_\_%
- Youth Placement in Employment or Education \_\_\_\_\_%
- Youth Literacy and Numeracy Gains \_\_\_\_\_%

Program Synopsis: \_\_\_\_\_

TYPE OF ORGANIZATION (check all that apply):

- School District/Local Educational Agency
- Governmental:  Federal  State  Local
- Community Based Organization
- Private for-Profit
- Private not-for-Profit
- Other (Specify) \_\_\_\_\_

# PROPOSAL TRANSMITTAL FORM

RFP #18-02

Out of School Youth Services

Page 2 of 2

Federal Employer Identification Number \_\_\_\_\_

Legal Authority for Organization \_\_\_\_\_

Number of Years in Business \_\_\_\_\_

The proposing organization certifies that, to the best of its knowledge and belief, the data supplied in this application/proposal is true and accurate. The organization agrees to comply with all local, state and federal regulations if a contract is awarded.

## 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 their 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: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

## **EXECUTIVE SUMMARY**

The Executive Summary must be a maximum two page summary inclusive of both your Program Narrative and Program Management Narrative.

**PAST PERFORMANCE MEASUREMENTS /  
DEMONSTRATED EFFECTIVENESS**

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**To be completed and submitted with proposal.**

Has your organization ever operated a program similar to the Program Services 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: \_\_\_\_\_

Placement Rate: \_\_\_\_\_

Attainment of Degree / Certificate Rate: \_\_\_\_\_

Increase in Literacy / Numeracy Rate: \_\_\_\_\_

**REFERENCES**

Whether or not the above section is applicable, please attach three references (one must be a formal letter dated after the release of this RFP) resulting from operating programs of this scope. Include the following information: organization name, contact name and title, address, phone number and email address.

## **PROGRAM NARRATIVE**

The proposal must contain a detailed description of the services and activities to be performed. Responses to all questions must be answered in the order asked. Responses to the areas below must be made in accordance with the specifics listed in the previously and applicable sections of this RFP. Leveraging of resources may be described.

### **A. Previous Experience**

1. Please describe your organization's mission and any previous or current experience serving job seekers in a service integrated setting.
2. Describe your WIOA and/or related experience and capability to serve customers from varied backgrounds (such as special populations including veterans and related eligible persons, low income individuals, displaced homemakers, women and minorities, older individuals, individuals with low literacy levels, individuals with disabilities, those with limited English proficiency, recipients of public assistance, single parents, youth, ex-offenders, etc.).

In addition, describe your experience and capability to serve customers with barriers to employment.

3. Explain what areas of your program have been most successful in helping the various groups to reach their employment goals.

### **B. Coordination of Program Activities with Local Business, Industry, and Labor Organizations**

1. Describe how the WIOA Title I activities being proposed will be coordinated with business, industry, labor organizations and economic development partners in the local and regional area.
2. Describe your organization's previous or current experience using local and regional Labor Market Information, workforce solutions to businesses and your understanding of the Bucks County workforce needs from an employer's perspective.
3. Describe how your services will meet the workforce development needs of local Employers.

### **C. Community Outreach and Capacity of the Proposer to Collaborate in the Provision of Services**

1. Describe your experience and capacity to create collaborations with other community agencies to provide services to customers beyond the scope of the PA CareerLink® Bucks County.

2. Describe how you will coordinate outreach efforts with PA CareerLink® Partners and other agencies.

#### **D. Staffing**

Adequate staffing and a strong infrastructure are critical to the delivery of services. Describe your staffing plans including the following:

1. Specifically describe your anticipated direct customer and support staff levels including:
  - a. Explain the composition of staff including the number of staff that will initially be employed to provide direct customer services including case managers and workshop facilitators;
  - b. Explain your support staff configuration and general duties;
  - c. Explain your staffing configuration in support of the PA CareerLink® Bucks County.
2. Specifically describe your anticipated supervisory staff structure including:
  - a. Staff levels needed for effective supervisory and service delivery functions, including your proposed lines of authority and responsibility;
  - b. Proposed supervisory structure and relevant qualifications of key staff to perform the services including technical, educational, and work background;
  - c. Describe your management philosophy and the general duties of your supervisory and lead staff;
  - d. Identify the Operations Manager (or the position title) who will also serve on the PA CareerLink® Director's Management Team, if / as appropriate. Provide a job description of the Operations Manager. Include a resume if applicable, or explain how the position will be filled;
  - e. Provide job descriptions and qualifications (as attachments) for each position that will be funded including the minimum qualifications for all staff. If you currently have staff that you will use in the program, please enclose a resume for each and indicate to which position that staff will be assigned.
3. Describe your plan to maintain a significant percentage of direct services staff that are bilingual in Spanish/English.
4. Describe how you will be flexible with staffing levels with the ability to shift staff responsibilities and hours in order to ensure effective coverage.
5. Explain what staff training and development will be made available.

6. Outline the experience, education and background requirements of staff to substantiate the quality and integrity of the activities you will offer.
7. Describe your staff compensation plan. Be specific regarding compensation for each of the proposed level of staff (not individuals) and include information regarding performance-based pay increases, scheduled cost of living adjustments, etc.
8. Attach an organizational chart of the proposed structure.

#### **E. Integration of Services into the PA CareerLink® Bucks County**

As stated throughout this RFP, in a successful PA CareerLink® there can be no stand-alone programs. The partners are interdependent upon each other to provide quality programs and services that benefit the customers they serve. Describe how WIOA Title I services will be integrated into the CareerLink® System, including the following specific information:

1. Plans to coordinate and work interdependently with other organizations in the PA CareerLink® Bucks County system to ensure the employment and training needs of customers are being met and job seekers are qualified to join the workforce and that employer customers are adequately served by all Partners.
2. Proposed special arrangements between the Title I Services Provider and other organizations or employers designed for the benefit of job seekers.
3. Plans to coordinate and assimilate all functions including specific planned activities in support of the PA CareerLink® Bucks County.
4. Describe the workshops or related activities that will be offered.

#### **F. Program Design and Service Delivery**

1. Describe the experience a Job Seeker customer will have according to your plan of service, beginning at the time of entry into the PA CareerLink® Bucks County through post employment services. Be as specific as possible in describing the flow, understanding that individuals' needs vary.

Include:

- a. Proposed services that will be provided. **Be specific when describing all the WIOA elements** and integrated activities to be performed;
- b. A description of how you will ensure that customers are engaged in a continuum of activities that lead to obtaining and retaining employment;
- c. A description of your case management and follow-up activities in support of the proposed services; and

- d. A description of your services to special populations.
2. Describe your plan to utilize the assessment processes with Job Seeker and Employer customers and explain how individuals will use the results in training/job search/development activities. If additional or alternate assessment tools will be used, please describe.
3. Describe your plans to provide effective outcomes based career counseling, supportive services, case management and follow-up with all customers.
4. Describe how you will address the issue of flexibility including non-traditional hours, including potential evening activities designed to meet the needs of customers.
5. Describe how participants will utilize Individual Training Account (ITA), On the Job Training (OJT) and Customized Job Training (CJT).
6. Describe your job search assistance activities, including:
  - a. A description of a successful immediate or future transition into employment, describing specific planned activities that increase the probability of employment. Describe the methods used to reinforce soft skills not directly related to technical skills, but necessary for obtaining and maintaining unsubsidized employment. In addition, describe in detail the services to be provided to each customer upon successful completion of a training program.
7. Describe how services will be provided to Upper County participants.

#### **G. Tracking, Performance Measures and Monitoring**

1. Describe the process for accurate and timely data entry of customer information into CWDS as well as the in-house data management system. Who will be charged with this task? What is your on-site and off-site (centralized) capacity?
2. To ensure program compliance and performance, an effective management system must have a process that verifies progress in attaining established performance objectives. Describe the system you will use to monitor and verify that performance measures will be met.
3. Describe the following relative to performance measurements:
  - a. Demonstrated commitment to achieve and surpass all mandated performance measures;
  - b. Identification of additional performance indicators to measure the program's impacts and evaluate success;

- c. Evaluation methods for tracking and ensuring that all required performance measures are met or exceeded; and
  - d. Internal systems to identify operational problems, and take appropriate corrective action to improve performance issues as necessary.
- 4. Contractors are expected to participate in continuous self-improvement. Please describe your monitoring plan and include a description of your current continuous improvement process.
  - 5 Describe your plan and commitment that enables BCWDB staff to maintain regular, ongoing personal contact and communication with Provider staff and, as needed, with customers at all locations. If appropriate, describe your plan and commitment that enables the PA CareerLink® Bucks County One Stop Operator effective functional supervision over service staff and operations.

**H.** Please add any additional information you feel would be helpful in describing your program activities.

## **PROGRAM MANAGEMENT NARRATIVE**

All proposals must contain a detailed description of your organization’s capacity to administer comprehensive Program Services to Youth participants as well as your financial ability, capacity, and experience.

The Narrative must be typed per the previous instructions and responses to all questions must be answered in the order asked.

### **A. Organizational and Financial Ability and Experience**

Provide a complete and detailed description of the following items:

- 1. Type of organization and what the key strengths of the agency are, including capacity, capability, and experience for operating state and federally funded employment and training programs.
- 2. Experience of the organization in providing federally-funded and/or related training programs and/or program services/activities as it relates to services you plan to provide under your proposed contract.
- 3. Organization’s supervisory capacity to manage contractual agreements and communicate effectively with the PA CareerLink® One Stop Operator & Partners and/or the BCWDB.
- 4. Capacity to manage federal, state and local funds. The organization must explain how such funds will be administered in accordance with their current operational financial

management system. Identify key staff by name and outline qualifications. Describe how you will ensure the line item contractual limits are not exceeded.

5. The method used to monitor actual expenditures to budget amounts by cost category and line item expense.
6. Procedures to ensure the accounting records are supported by source documentation for each transaction.
7. Your system of internal control to ensure no fraud or abuse takes place.

## **B. Organizational Administration**

Proposer must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with ensuing contract. The selected contractor will be required to assume full responsibility, including local area performance and all risks and hazards for appropriate funding streams, services and activities identified in this RFP.

1. Provide an overall organizational chart showing your organization's management and staffing structure that demonstrates how each facility and service area will be served. Also include how your organization will communicate with the BCWDB.
2. Describe how all off-site positions funded by the contract contribute **directly** to the operation of the Services Provider functions.
3. Identify fiscal and management staff by including a thorough description of their demonstrated technical competence; skills in management and administration, and professional experience within your organization to accomplish the proposed WIOA program training, services and activities.
4. Identify fiscal and management staff positions that your organization intends to hire if awarded this contract. Include a thorough description of the qualifications and demonstrated skills that will be required of the staff filling those positions.

## **C. Reporting Requirements Capability**

As outlined in the RFP, the selected contractor must demonstrate the ability to be compliant with specific program reporting and recordkeeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.

The selected contractor will be required to provide various financial and performance reports to the PA CareerLink<sup>®</sup> Partners and Director and/or the BCWDB on a weekly, monthly, quarterly, and annual basis in such detail and on such forms as required by the BCWDB.

1. Describe in detail your Information Technology (IT) capacity to administer reporting requirements, data reconciliation and ability to input data accurately into the CWDS and in-house data systems as outlined in this RFP.

## **FINANCIAL SYSTEM CRITERIA**

The following information must be provided in addition to the Project Line Item Budget.

1. Include the information below for determination of the need of the proposing organization to undergo either an organization wide or program specific audit. Indicate \$0 if no federal funds have been received or anticipated to be expended in the future. If the proposing organization's federal funding levels fall within OMB circular guidelines necessitating an audit, it is the responsibility of the proposing entity to have one performed in accordance with the circulars.
  - Total federal funds your organization received during the period July 1, 2017 through June 30, 2018.
  - Total federal funds your organization received or expected to receive during the period July 1, 2018 through June 30, 2019.
  - Total federal funds, excluding this proposal, your organization plans to expend during the period July 1, 2018 through June 30, 2019.
2. Describe the cost allocation plan and process used by the organization to distribute both direct and/or indirect shared costs to the funding source that benefits from incurred expenditures. Identify the allocation base or method of documentation used in this process. Attaching a copy of your written Cost Allocation Plan (CAP) that is audit compliant is acceptable. Please include an auditor's opinion of the equitableness of the CAP. Please indicate if you are attaching a CAP.
3. Attach the following:
  - a. List of the organization's Board of Directors (if applicable).
  - b. A copy of bonding agreements. All persons authorized to receive and/or deposit, and/or issue financial documents or instruments of payment, of WIOA and other funds received from the BCWDB must be bonded for the higher of \$100,000 or an amount equal to the highest check during the immediately preceding grant year or planned for the present year.
  - c. A certification letter signed by the legal authorized signatory of the proposing organization that the financial system and its management will account for and control the use of funding sources financing this proposal in accordance with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) circulars, and all other rules and regulations governing these funds. This must include a statement to the effect that the organization understands the audit and audit resolution requirements as

detailed in the OMB circulars. The letter should provide assurances that expenditures will be competitive, be cost efficient, and have direct benefit to the program.

- d. Describe current financial management credentials & experience; plan for managing budgeting, billing.
- e. Demonstrate financial viability with a statement of cash on hand and/or a line of credit with a financial institution.
- f. A copy of the most recent comprehensive audit report, preferably prepared by an independent Certified Public Accounting firm. Please include copies of the Management Letter and Corrective Action Plan if issued with the most recent audit.
- g. Please be able to provide a copy of the Cost Allocation Plan opinion from your cognizant federal agency if requested.

## **PERSONNEL POLICY STATEMENTS**

All proposers must include with their submission a statement certifying that they have current Personnel Policies in place and on file at all times. Such policies should include, but are not limited to:

- a. an employee grievance procedure;
- b. list of fringe benefits, holidays;
- c. the organization's Equal Opportunity/Affirmative Action (EO/AA) statement including the EO/AA statement applicable to persons with disabilities, the named EO Officer and the EO Complaint procedure; and
- d. compliance with Health Insurance Portability & Accountability Act (HIPAA) of 1996 Regulations.

Proposers must attach a document explaining their Personnel Policies concerning the following (please do not submit the entire document):

- a. Description of proposer's participant grievance process.
- b. Description of proposer's efforts to assure nondiscrimination in service provision and staff hiring decisions.
- c. Description of the measures taken to ensure the confidentiality of customer information and HIPAA regulations and ramification for policy violation. Attach a copy of your confidentiality policy.
- d. Explanation of how customers are informed of the grievance policy.
- e. Description of proposer's Sexual Harassment Policy and ramifications for violations.

In addition to the above please attach the following:

- a. Copy of proposer's Equal Opportunity Policy Statement; and
- b. Copy of proposer's Complaint / Grievance procedure.

## **INSURANCE STATEMENT**

Proposer must include a statement that proof of insurance will be issued upon selection. It is not a requirement for RFP submissions; however, proposers should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the BCWDB.

Contractors who choose to provide transportation for participants in order to provide program(s), services and/or activities under this contract must carry Automobile Liability Insurance covering bodily injury and property damage through a commercial insurance policy as outlined in this RFP.

**Compliance Checklist**  
RFP #18-02  
Out of School Youth Services

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**To be completed and submitted with proposal**

Prior to the commencement of any program funded with monies under the jurisdiction of the BCWDB, a monitoring visit may 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, the selected Provider will be required to attend an Invoice Training with the BCWDB Fiscal Department. Specific reports are due on a monthly basis from each provider. Specific documentation, including the specific itemization of staff time charged to WIOA contracts, must be included in provider's monthly invoices.

It is important for proposers 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 provider's repayment of appropriate 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 completed at the time of the contract award. Samples are included in this RFP.

Please check each box and initial on each line, thereby acknowledging your organization's ability/consent to provide:

- |  |       |
|--|-------|
| <input type="checkbox"/> Non-Discrimination Assurance                                  | _____ |
| <input type="checkbox"/> Certification Regarding Disclosure of Lobbying Activities     | _____ |
| <input type="checkbox"/> Certification Regarding Debarment, Suspension & Ineligibility | _____ |
| <input type="checkbox"/> Certification Regarding Drug-Free Workplace Requirements      | _____ |
| <input type="checkbox"/> ADA Accessibility & Monitoring Provisions                     | _____ |
| <input type="checkbox"/> Compliance with Audit Requirements                            | _____ |
| <input type="checkbox"/> Concurrence of the Collective Bargaining Unit                 | _____ |
| <input type="checkbox"/> Insurance Certificate listing BCWDB as the certificate holder | _____ |
| <input type="checkbox"/> Copy of Most Recent Audit                                     | _____ |

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

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

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

Date: \_\_\_\_\_

## FINANCIAL DOCUMENTS

### Line Item Budget

All proposers must complete and submit the following financial forms located in the RFP:

- Line Item Budget Summary - is a basis for cost comparison; and
- Personnel Detail Form.

Indicate planned project expenditures for the period of this agreement. Expenditures must conform to the cost definitions for allowable administrative and program costs and activities as defined by the Workforce Innovation and Opportunity Act, the Uniform Circular and related regulations.

Allowable Costs and Activities: costs shall be limited to those necessary and reasonable for, and directly related to, the proper and efficient operation of the proposed activities. Additionally, costs must be comparable to the charges for similar program services and activities in the area and not be a general expense required to carry out the overall responsibility of the government or contractor. Allowable cost principles are established in OMB Circular A-87, A-122, and CFR Part 31.

Program costs are allocable to a particular cost category to the extent that benefits are received by such category. In addition, any single costs, which are properly chargeable to more than one cost category, shall be prorated among the appropriate cost categories.

This process is to be followed for each program year being procured in this RFP. Proposers must fully comply with the requirements of all federal and state regulations applicable to contracted programs. **Annual budget modifications will be made to this agreement if it is a multi-year contract.**

## PA CAREERLINK® RSA BUDGET SUMMARY

*Please note:* The successful proposer will become a Partner in the PA CareerLink® Bucks County. As one of the Operating Partners, the Service Provider agent helps determine the yearly operating budget (called the Resource Sharing Agreement Budget, or RSAB) and is responsible for its proportionate share of the operating expenses. The proportionate share is based on the total amount of Full Time Employees (“FTE”) the provider has on site. The Service Provider must incorporate the RSAB into their WIOA budget to determine the total yearly budget. The current annual FTE for one staff member is approximately \$17,500.

Historically, the Out of School Youth Service Provider has been responsible for approximately 15% of the RSAB, which has been between \$515,000 and \$580,000. For illustrative purposes, recent RSABs for WIOA Title I Service Providers are listed below:

LINE ITEM	RSAB PY2016	RSAB PY2017
<b>Personnel/Staff</b>	<b>\$ 144,739</b>	<b>\$ 164,320</b>
Staff Development & Travel	\$ 1,250	\$ 2,000
Site Administrator	\$ 76,212	\$ 92,160
CareerLink Front Desk Greeter	\$ 32,957	\$ 35,840
CareerLink Security Guard	\$ 34,320	\$ 34,320
<b>Facility/Building</b>	<b>\$ 313,120</b>	<b>\$ 324,925</b>
Rent (2)	\$ 280,208	\$ 292,013
Rent - UC (3)	\$ 796	\$ 796
Maintenance	\$ 4,250	\$ 4,250
Utilities	\$ 27,866	\$ 27,866
<b>Operations</b>	<b>\$ 58,930</b>	<b>\$ 89,172</b>
One Stop Operator	\$ -	\$ 26,342
Telecommunications	\$ 9,200	\$ 12,600
State L.A.N. Connection	\$ 7,260	\$ 7,260
Office Supplies	\$ 9,000	\$ 9,000
Office Supplies - State Fronted	\$ 1,000	\$ 1,000
Community Outreach	\$ 2,500	\$ 3,000
Printing & Reproduction	\$ 6,500	\$ 6,500
Postage & Postage Meter Lease	\$ 4,000	\$ 4,000
Copier Lease (1)	\$ 9,120	\$ 9,120
Furniture/Equipment	\$ 100	\$ 100
Technology Maintenance	\$ 10,000	\$ 10,000
Reasonable Accommodations	\$ 250	\$ 250
<b>Total Budget</b>	<b>\$ 516,789</b>	<b>\$ 578,417</b>

**PERSONNEL DETAIL**  
**July 1, 2019 - June 30, 2021**

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**To be completed & submitted with proposal.**

List all positions included in the total amount of salaries requested in your budget, including matching funds.

<b>Position Title or Employee Name</b>	<b>Annual Salary</b>	<b>% Charged to WIOA</b>	<b>Amount Charged to WIOA</b>	<b>Amount Charged to Match Funds</b>
<b>Total Staff</b>				

**NON DISCRIMINATION ASSURANCE**

**Bucks County Workforce Development Board, Inc.  
NON-DISCRIMINATION POLICY**

- A. Contractor will not, on the grounds of race, color, sex, age, religious creed, disability, ancestry or natural origin:
  - 1. Deny an individual any services or other benefits;
  - 2. Provide any services or other benefits to an individual which is different or is provided in a different manner from that provided to others;
  - 3. Subject any individual to segregation or separate treatment in any manner related to his/her receipt of any services or other benefits provided;
  - 4. Restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefits provided;
  - 5. Treat an individual differently from others in determining whether he/she satisfies any eligibility or other requirements or conditions which individuals must meet in order to receive any aid, care, service or other benefits provided;
  - 6. Deny any individual an opportunity to participate through the provision of services as otherwise afforded others.
  
- B. Contractor in determining (a) the types of services or other benefits to be provided; (b) the class of individuals to whom, or the situation in which, such services or other benefits will be provided; or (c) the opportunity to participate: Will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of race, color, sex, age, religious creed, disability, ancestry, or national origin. Contractor also will not utilize criteria that may have the effect of defeating or substantially impairing accomplishment of the objective or the program in respect to an individual's race, color, sex, age, religious creed, disability, ancestry or national origin.
  
- C. Contractor will have in place or establish a client grievance procedure that sets forth a protocol to handle client complaints regarding aspects of the client's treatment.

I certify that I am an official of the agency/organization authorized to sign this assurance.

---

Printed Name of Contractor

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Authorized Signature Date

---

Printed Name of Authorized Signatory Title

**CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

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Printed Name of Contractor

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Authorized Signature Date

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Printed Name of Authorized Signatory Title

## Attachment E (Instructions Only)

### Instructions for Certification

1. By signing this certification and submitting it with this proposal, the prospective recipient of State and/or Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of State and/or Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of State and/or Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of State and/or Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department.
6. The prospective recipient of State and/or Federal assistance funds further agrees by submitting this proposal that it will include the clause titled Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. For contracts involving Federal funds, each participant may but is not required to check the List of Parties Excluded from Procurement of Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally processed by a prudent person in the ordinary course of business dealings.
9. Except of transactions authorized under paragraph I of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the State and/or Federal Government, the Department may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY**

**Printed Name of Contractor:** \_\_\_\_\_

**Federal Employer Identification Number:** \_\_\_\_\_

For your contract to be finalized, this form must be completed in full.

- The contract you are entering into involves the payment of State funds. Complete and sign the State-funded Contract Certification.
- The contract you are entering into involves the payment of Federal funds. Complete and sign the Federal-funded Contract Certification.
- The contract you are entering into involves both Federal and State funds. Please complete and sign both verifications.

**STATE-FUNDED CONTRACT CERTIFICATION**

This certificate is required by Management Directive 215.9, which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible from participation in this transaction by any State or Federal department or agency.

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name of Authorized Signatory Title

**FEDERALLY- FUNDED CONTRACT CERTIFICATION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510, Customers' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this certification.

\_\_\_\_\_  
Authorized Signature Date

\_\_\_\_\_  
Printed Name of Authorized Signatory Title

## **CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS**

Contractor certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
  - (a) The dangers of drug abuse in the workplace;
  - (b) The grantee's policy of maintaining a drug-free workplace;
  - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
  - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1)
4. Notifying the employee in the statement required by paragraph (1) that, as a Condition of employment under the grant, the employee will –
  - (a) Abide by the terms of the statement; and
  - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted –
  - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - (b) Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State or Local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with the specific grant, if other than that address stipulated on the front of this agreement.

Place of Performance (Street Address, City, County, State, Zip Code)

---

Street Address

---

City, County, State, Zip Code

Check  if there are workplaces not identified here.

---

Name of Contractor

---

Authorized Signature

Date

---

Printed Name of Authorized Signatory

Title

**ADA Accessibility**

Contractors must ensure equal opportunity to persons with disabilities participating in programs or activities who are receiving Federal or State funding. All goods and services must be provided to people with disabilities on an equal basis with the rest of the general public. Physical and programmatic accessibility is required under Section 504 of the Rehabilitation Act of 1973, as amended; the American with Disabilities Act of 1990, as amended; and Section 188 of the Workforce Innovation and Opportunity Act and implementing regulations pertaining to persons with disabilities.

**Monitoring Provisions**

The Bucks County Workforce Development Board, Inc. (BCWDB) will conduct monitoring, oversight and evaluation of Contractor to ensure necessary compliance with the Workforce Innovation and Opportunity Act of 2014, Federal Regulations and State policies. This monitoring may take place without prior notice to the Contractor and may consist of on-site review of program operations and inspection of various program reports, records and activities. The BCWDB monitor shall have the authority to examine all forms and documents used, including, but not limited to, purchase requisitions, purchase orders, supply requisitions, invoices, journal entries, travel expenditures, payroll register, and other checks used by the Contractor.

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Printed Name of Contractor

---

Authorized Signature Date

---

Printed Name of Authorized Signatory Title

**Compliance Forms Checklist – Sign & Submit**

Upon award of contracts, 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 may 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, contractors will be required to attend an Invoice Training with the BCWDB Fiscal Department. Specific reports are due on a monthly, quarterly and annual basis from each contractor.

It is important for respondents 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 WIOA 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:

- ADA Compliance Certification \_\_\_\_\_
- Single Audit Act; OMB Circular A-133, Compliance \_\_\_\_\_
- Debarment, Suspension & Ineligibility Documentation \_\_\_\_\_
- Certification Regarding Disclosure of Lobbying Activities \_\_\_\_\_
- Drug-Free Workplace Certification \_\_\_\_\_
- Compliance with §504 of the Rehabilitation Act of 1973 \_\_\_\_\_
- Equal Opportunity Employer Certification \_\_\_\_\_
- Insurance Certificate listing BC-WIB \_\_\_\_\_
- Bonding Certification \_\_\_\_\_

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

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

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

## **EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

The Proposing Agency certifies no funds provided under WIOA or any other contracted funding source will be used to discriminate against any individual. All program participants regardless of disability, including persons of limited English speaking ability, will be provided equal access to all program activities and that efforts will be made to eliminate barriers to participation.

The Proposing Agency certifies that records will be maintained for purposes of equal opportunity which include characteristics data on race, national origin, age and disability status on applicants, participants and employees.

*Sample Only –  
Will be required if Contract Awarded*

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Proposing Agency must attach a copy of their Equal Employment Opportunity and Affirmative Action Statement. The Agency's Statement(s) must provide non-discrimination protection to applicants for employment, employees or agents, independent contractors, applicants for service, program participants or any other person because of race, color, religious, sex, national origin, age, disability, political affiliation or belief.

## CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

A. Contractor certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurrence in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (1)
4. Notifying the employee in the statement required by paragraph (1) that, as a Condition of employment under the grant, the employee will –
  - a. Abide by the terms of the statement; and
  - b. Notify the employer in writing of his or her conviction for a violation criminal drug occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (4) (b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose contract activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number (s) of each affected grant.
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4) (b), with respect to any employee who is so convicted –
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - b. Requiring such employee to participate satisfactory in a drug abuse assistance or rehabilitation program approved for such purpose by Federal, State or Local health, law enforcement, or other appropriate agency;
  - c. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6).

*Sample Only –  
Will be required if contract awarded*

7. The Contractor should insert in the space provided below the site(s) for the performance of work done in connection with the specific grant, if other than that address stipulated on the front of this agreement.

---

Place of Performance

---

Street Address

---

City, County, State, Zip Code

Check  if there are workplaces that are not identified here.

## CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements:

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure of Lobbying Activities,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grant, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

*Sample Only –  
Will be required if contract awarded*

This certification is a material representation of fact, which was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for such failure.

---

Contractor

---

Name and Title of Authorized Representative

---

Signature

---

Date

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY**

Contractor:

Employer Identification Number or Social Security Number:

For your contract to be finalized, this form must be completed in full.

\_\_\_ The contract you are entering into involves the payment of State funds. Complete and sign the State-funded Contract Certification.

\_\_\_ The contract you are entering into involves the payment of Federal funds. Complete and sign the Federal-funded Contract Certification.

X The contract you are entering into involves both Federal and State funds. Please complete and sign both verifications.

**STATE-FUNDED  
CERTIFICATION**

**CONTRACT**

*Sample Only –  
Will be required if contract awarded*

This certificate is required by Management Directive 215.9, which implements Executive Order 1990-3. The prospective recipient of State funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, or declared ineligible from participation in this transaction by any State or Federal department or agency.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FEDERALLY- FUNDED CONTRACT CERTIFICATION**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29CFR Part 98, Section 98.510, Customers’ Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective contractor shall attach an explanation to this certification.

\_\_\_\_\_  
Name and Title of Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT**

To ensure the most effective development of employment and training opportunities the Contractor must obtain written acknowledgement from the appropriate bargaining agent where a collective bargaining agreement exists with the participating employer covering occupations in which training or subsidized employment is proposed. Such acknowledgement shall apply to the elements of the proposed activity which affect the bargaining agreement, such as occupations, wage and benefits.

Is the occupation, in which employment and training is to be offered, subject to a collective bargaining agreement?

Yes  No

If yes, has there been acknowledgment by the appropriate bargaining representative as to the employment and training activities associated therewith?

Yes  No

If no, please comment:

*Sample Only –  
Will be required if contract awarded*

Please indicate the name, title and union affiliation of the appropriate bargaining representative.

**Bargaining Unit Information/Signature:**

\_\_\_\_\_  
Union Affiliation

\_\_\_\_\_  
Name of Union Representative Title

\_\_\_\_\_  
Signature Date

**Contractor Signature:**

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
Name of Authorized Signature Title of Authorized Signature

\_\_\_\_\_  
Signature Date

**UNION COMMENTS**

NAME OF UNION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

UNION COMMENTS: \_\_\_\_\_

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Name of Union Representative \_\_\_\_\_ Title \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_