



# Request for Proposal

for

## Provider to Deliver

# Workforce Innovation and Opportunity Act (WIOA) Youth Apprenticeship Outreach/Program Support

## In Beaver, Greene, and Washington Counties in Southwest Corner, Pennsylvania

For the period

January 1, 2020 through October 31, 2020, with an option to extend based on performance

**Issued: June 19, 2020**

**Deadline for Submission: July 2, 2020**

Solicited by

## SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD

*Serving the Pennsylvania Counties of Beaver, Greene and Washington*

351 WEST BEAU STREET

SUITE 300

WASHINGTON, PA 15301

(724) 229-5083

*The enclosed specifications may be modified as required by  
The Pennsylvania Department of Labor and Industry, the United States Department of Labor,  
Southwest Corner Workforce Development Board Chief Local Elected Officials,  
and/or the Southwest Corner Workforce Development Board without prior notice to Proposers.*

*Auxiliary aids and services are available upon request to individuals with disabilities.  
Equal Opportunity Employer/Program*

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# REQUEST FOR PROPOSAL SOLICITATION SCHEDULE

<u>DATE</u>	<u>ACTION</u>
06/19/2020	Release of RFP
07/02/2020	Due Date for Proposals
07/10/2020	Notification to Service Providers

## I. INTRODUCTION

On behalf of the Chief Elected Official Board of the Pennsylvania Counties of Beaver, Greene, and Washington, the Southwest Corner Workforce Development Board (SCWDB) Youth Council is soliciting proposals for activities to serve youth eligible for the Workforce Innovation and Opportunity Act (WIOA) (formerly the Workforce Investment Act – WIA) and discretionary grants awarded to the area. Program participants will be recruited from Beaver, Greene, and Washington Counties in Pennsylvania for training activities with regional Southwest Pennsylvania employers. The amount available to be contracted is approximately \$13,000.00.

It is the intent of SCWDB to enter into a contract with the successful bidder through October 31, 2020 for a performance period covering the 2020 calendar year. If approved by PA Department of Labor and Industry, based on performance and available funding, SCWDB reserves the right to extend the contracts for a second term.

## II. BACKGROUND INFORMATION

On July 22, 2014, the President signed the Workforce Innovation and Opportunity Act (WIOA) into law - <http://www.doleta.gov/WIOA/>. The Law provides guidance to local workforce boards on their responsibility to meeting the workforce challenges including designing a system that will provide opportunities for individuals to be prepared with skills for the current and future labor market.

Successful bidder will show proven willingness to work within the WIOA systems, including working closely with SCWDB staff, Title I Providers, and PA CareerLink® system. Bidder must also show understanding of vital program operations, including but not limited to Commonwealth Workforce Development System (CWDS) tracking system of record, apprenticeships, the Next-Generation Industry Partnership model, and an understanding of local employer/training relationships.

All proposals must be submitted to include the following skills, requirements, or specifications (proposal design specifications to follow):

- Ability to provide or assist with outreach and coordination for Next-Generation Industry Partnerships stakeholders in the Southwest Corner Workforce Development Board (SCWDB) region
- Ability to identify appropriate training providers and schedule appropriate trainings
- Ability to provide management and support to Industry Partnerships stakeholders and committees.
- Ability to acquire and provide any supporting documentation to the SCWDB for the Next-Generation Industry Partnerships
- Must have previous experience with Next-Generation Industry Partnership programs in the Commonwealth of Pennsylvania
- Must have previous experience with Incumbent Worker Training Activities in the Southwest Corner Workforce Development Board (SCWDB) region
- Must have experience coordinating activities with PA CareerLink® offices
- Must have the ability to follow all regulations of the Workforce Innovation and Opportunity Act (WIOA)
- Must have experience with the Commonwealth Workforce Development System (CWDS) tracking system of record

## A. Performance and Tracking

The Commonwealth Workforce Development System (CWDS) is an Internet-based system of services for use by customers and potential customers of the PA CareerLink® offices and youth service providers. Included within CWDS, PA CareerLink® (JobGateway®) provides online access to job openings; information about employers; services and training opportunities for job seekers; and labor market information. All successful bidders will be required to use CWDS to record and track all youth activities and program services. PA Department of Labor and Industry, SCWDB, and the service provider will utilize CWDS reports to determine program performance. Therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated by the PA Department of Labor and Industry, but it is the contractor's responsibility to ensure on-going staff expertise and cooperation.

In addition, contractors may be asked to provide additional documentation or information not accessible through CWDS to evaluate performance outcomes, as well as program strengths and weaknesses.

## B. Branding

All publications, advertising, promotional efforts, and marketing materials must include the following statement:

*Youth services are supported by the Southwest Corner Workforce Development Board:*

*SCWDB serves Beaver, Greene, and Washington Counties under the sponsorship of the Southwest Corner Chief Local Official Board*

Also, a prominent display of the SCWDB Workforce Board logo must be included. For a facsimile of the logo, please contact the SCWDB main office.



## C. Funding Allocation/Awards

For the program years covered by this RFP, funding awards will be based on incorporation of program goals. Applications should also be clear as to how WIOA and additional funding streams will be incorporated into program operations.

For purposes of this RFP, SCWDB cannot project the total allocation (administrative and programmatic funds) for the proposed contract period at this time. SCWDB anticipates knowing the projected amount on or about the time of the final negotiations of contracts.

The Workforce Innovation and Opportunity Act (WIOA), which reauthorizes WIA, was implemented July 1, 2015. **PLEASE BE AWARE, Current language requires 30% of funding to be designated to training, with 20% of this training amount being eligible for Incumbent Worker Training Activities.** This new necessitates the Proposer to deliver services in new and innovative ways.

### III. CONTRACTOR GUIDELINES

All contracts for services are awarded by means of a competitive proposal process. In order to ensure conformity in the proposal evaluation process, all proposals submitted must follow the format as presented in this package.

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD reserves the right to accept or reject any proposal, request additional information, or to cancel any part of the proposal. SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD may request the service provider to participate in negotiations or to submit revisions to the proposal.

If the proposal is approved and accepted for funding by SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD, the service provider is required to enter into a contract with a youth fund operator. The contract will incorporate the proposal and bind SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD and the service provider to all Federal and State regulations under the funding sources and outlines the responsibilities and reporting requirements of both parties.

Regulations mandate that the service provider be comprehensively monitored and determined to be in compliance. All participants and program operators are subject to this monitoring process, which includes financial and participant records and program operations.

The service provider will not contract any training and/or services to another organization without first notifying in writing and receiving in writing the approval of the SCWDB.

### IV. PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. It is the intent of SCWDB to enter into a contract with the successful bidder through October 31, 2020 for a performance period covering the 2020 calendar year. If approved by PA Department of Labor and Industry, based on performance and available funding, SCWDB reserves the right to extend the contracts for a second term.
3. SCWDB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
4. SCWDB reserves the right to waive informalities and minor irregularities in the proposals received.
5. This RFP does not commit SCWDB to award a contract, nor does entering into a contract with a successful bidder constitute exclusivity of youth services in the Workforce Development Area.
6. This RFP is for WIOA and TANF youth services and other related programs and funding streams which may become available to SCWDB during this funding period.
7. SCWDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
8. SCWDB may select a service provider based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to SCWDB.
9. Proposals should follow the format set forth in the RFP and adhere to the minimum requirements specified therein.
10. SCWDB retains the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits from any applicant before a contract award.

11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA or any other SCWDB funding stream.
12. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to the SCWDB and be subject to disclosure under the Freedom of Information Act, Right-to-Know Law, or other applicable legislation.
13. The final award and execution of a contract is subject to receipt of WIOA and TANF youth funds, SCWDB's satisfactory negotiation of the terms of the contract, and the continued availability of funds.
14. Any changes to the WIOA program, performance measures, funding level, or SCWDB direction may result in a change in contracting. In such instances, SCWDB shall not be liable for any damage arising from this Request for Proposals package or subsequent contract.
15. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA, all applicable federal regulations, Commonwealth of Pennsylvania policies, and SCWDB policies and procedures.
16. Applicant shall comply with all applicable laws and rules and regulations having the force of law, which deal or relate to performance hereunder or the employment by the Applicant of the employee necessary for such performance. The Applicant will be subject to the following administrative standards and provisions:
  - a. Title VI of the Civil Rights Act of 1964 (P.L. 88-352).
  - b. "Super Circular" Uniform Guidance 2 CFR 200 including:
    - i. Introduction
    - ii. 2 CFR 200. Subpart A: Acronyms and Definitions
    - iii. 2 CFR 200.100 Subpart B: General Provisions
      1. 200.112 Conflict of Interest
    - iv. 2 CFR 200.200 Subpart C: Pre-award Federal Requirements and Contents of Federal Awards
    - v. 2 CFR 200.300 Subpart D: Post-Federal Award Requirements
      1. 200.302 Financial Management
      2. 200.313 Property Management
      3. 200.314 Supplies (Definition at 200.94)
      4. 200.318 Procurement
      5. 200.330 Monitoring
      6. 200.335 Electronic Records
    - vi. 2 CFR 200.400 Subpart E: Cost Principles
      1. 200.402 Direct and Indirect Costs
      2. 200.430 Personal Services
      3. 200.420-475 Allowable and Unallowable Costs
    - vii. 2 CFR 200.500 Subpart F: Audit Requirements
    - viii. Appendices I-XI
  - c. 41 CFR 29-70 "Public Contracts and Property Management" Federal Standards for Federally funded grants and agreements";
  - d. Commonwealth of Pennsylvania, Governor's Office Management Directive 215.6 as amended "Contract Management";
  - e. 41 CFR I-15 "Contract Cost Principles and Procedures";
  - f. US Treasury Department Circular I075 (fourth revision).
  - g. 48 CFR, Chapter 1, Part 31 Cost Principles
  - h. 29 CFR, Part 95 Administrative Requirements

- i. 29 CFR, Part 96 Audit Requirements
- j. 20 CFR 663.730; WIA 181(b)(7) “No funds will be used to assist, promote or deter union organizing”
- k. Fair Labor Standards Act (FLSA) 1938 “Child Labor Laws”
- l. 29 CFR, Part 95 Appendix A(4)/29 CFR Part 97 “Worksite Provider Responsibilities”
- m. 29 CFR, Part 95 Appendix A(4)/29 CFR Part 97 “Safety Rules and Procedures”
- n. 29 CFR Part 95.34;29, 29 CFR 95.35;29, 29 CFR 95.36;29, CFR Part 97 – Property and equipment purchased with funds from this contract.
- o. 65 P.S. 67.101-3104 “Right to Know Law” – information found at [http://openrecords.state.pa.us/portal/server.pt/community/open\\_records/4434/right-to-know\\_law/466460](http://openrecords.state.pa.us/portal/server.pt/community/open_records/4434/right-to-know_law/466460)

17. Other Legal Requirements

- a. Lobbying or Fundraising with Federal Funds – In accordance with Section 18 of the Lobbying Disclosure Act of 1995 (Public Law 104-65) (2 U.S.C. 1611), non-profit entities incorporated under Internal Revenue Service Code Section 501(c) (4) that engage in lobbying activities are not eligible to receive Federal funds and grants. No activity, including awareness-raising and advocacy activities, may include fundraising for, or lobbying of, U.S. Federal, State or Local Governments (see OMB Circular A-122).
- b. Transparency Act Requirements – Subrecipient must ensure that it has the necessary processes and systems in place to comply with the reporting requirements of the Federal Funding Accountability and Transparency Act of 2006 (Pub. Law 109-282, as amended by section 6202 of Pub. Law 110-252) (Transparency Act), as follows:
  - i. All applicants, except those exempt from the Transparency Act under subparagraphs 1, 2, and 3 below, must ensure that they have the necessary process and systems in place to comply with the sub award and executive total compensation reporting requirements of the Transparency Act.
  - ii. Reporting requirements of the Transparency Act, as described in 2 CFR Part 170, Appendix A can be found at the following website:  
<http://edocket.access.gpo.gov/2010/pdf/2010-22705.pdf>.
  - iii. The following types of awards are not subject to the Federal Funding Accountability and Transparency Act:
    - 1. Federal awards to individuals who apply for or receive Federal awards as natural person (i.e. unrelated to any business or non-profit organization he or she may own or operate in his or her name);
    - 2. Federal awards to entities that had a gross income, from all sources, of less than \$300,000 in the entities’ previous tax year; and
    - 3. Federal awards, if the required reporting would disclose classified information.
- c. Right to Know Law, 65 P.S. §§ 67.101-67.3104 –. Applicant must establish policy, responsibilities, and procedures for compliance with individual requests to release Applicant records.
- d. Sexual Harassment Policy – Applicant and any subrecipient shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.

- e. All staff working under this contractual agreement must be knowledgeable of the Child Labor Law (Act of 1915 No. 177), (including the Amendment to the Law, House Bill 1064, 1997), and the Regulations Governing the Employment of Minors in Industry (R- 1). The Child Labor Law provides for health, safety and welfare of minors under the age of 18 by: requiring employment certificates issued by attending school districts; prohibiting employment of minors in certain types of work, in certain establishments and occupations; restricting hours of work by youth under certain ages; regulating certain conditions of employment; etc. All youth placed at employer worksites and all employers must be informed of the Child Labor Law and the restrictions and all required documents must be posted at the employer worksites.
  - f. Hourly wages paid to client trainees shall be not less than the highest of the following:
    - i. The minimum wage specified in the Fair Labor Standards Act
    - ii. The minimum wage specified in the PA Minimum Wage Act of 1968 (Act of 1968, P.L.11, No. 5 amended 2012)
    - iii. The prevailing wage for persons similarly employed
    - iv. The prevailing wage rate established by the Secretary of Labor according to the Davis Bacon Act when required.
    - v. The minimum entrance wage for workers in the same occupation and establishment, or required by collective agreement with the local bargaining unit.
  - g. No funds will be used to assist, promote, or deter union organizing in accordance with the Workforce Innovation and Opportunity Act of 2014 (WIOA) and detailed in OMB Super Circular
18. All contractors shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget Super Circular, as appropriate. Commercial organizations will purchase appropriate audits. Include audit costs in the proposed budget detail.
  19. Bidders will be expected to adhere to SCWDB procedures to collect, verify, and submit required data and submit monthly invoices to SCWDB.
  20. Additional funds received by SCWDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of SCWDB.
  21. SCWDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of SCWDB, the services proposed are not needed, or the costs are higher than SCWDB finds reasonable in relation to the overall funds available, or if past management concerns lead SCWDB to believe that the bidder has undertaken more services than it can reasonably provide.
  22. SCWDB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
  23. SCWDB is required to abide by all WIOA legislation and regulations. Therefore, SCWDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by funding agencies, including state or federal agencies.
  24. All contractors must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA or TANF funded program or activity because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.

25. All contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
26. Contractors must accept liability for all aspects of any WIOA program conducted under contract with SCWDB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
27. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
28. Contractors will allow local, state, and federal representatives access to all WIOA and TANF youth records, program materials, staff, and participants. In addition, bidders are required to maintain all records for three years, beginning on the last day of the program year.
29. The contract award will not be final until SCWDB and the successful bidder have executed a mutually satisfactory contractual agreement. SCWDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final SCWDB approval of the award and execution of a contractual agreement between the successful bidder and SCWDB.
30. SCWDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
31. SCWDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds allocated to be served by this RFP may be rejected.
32. The submission of the proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All successful bidders shall provide a certificate of liability insurance, providing commercial general liability coverage in the amount of \$1,000,000.00 for each occurrence, automobile liability, workers compensation and professional liability insurance, if applicable. The contractor will provide a certificate of insurance satisfactory to SCWDB.
34. Applicants are advised that most documents in the possession of SCWDB are considered public records and subject to disclosure.

## V. EVALUATION CRITERIA

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD will evaluate training proposals using a number of factors as outlined in the attached evaluation point system. In addition to the technical program and cost factors described, service providers should be aware that proposals may be eliminated from consideration because of failure to address all requirements and directions, or, for legal reasons such as, but not limited to, debarment, audit reasons, etc.

## EVALUATION CRITERIA/POINT SYSTEM

MAXIMUM  
POSSIBLE  
POINTS

**\_\_\_\_\_ 15 TECHNICAL FACTORS**

- (5) Is the package complete, including background, budget, and program information?
- (5) Does the program demonstrate readiness for immediate implementation?
- (5) Background information

**\_\_\_\_\_ 25 DEMONSTRATED EFFECTIVENESS**

- (25) Prior performance with public-funded programs and/or reasonable objective expectation that program will succeed based on program design, staff qualifications and references.

**\_\_\_\_\_ 40 PROGRAM REQUIREMENTS**

- (10) Innovative recruitment strategies
- (10) Bidder has experience with Next Generation Industry Partnerships, Industry Partnerships, Incumbent Worker training, CWDS, and WIOA
- (10) Provides a continuum of services
- (10) The proposal includes an innovative program design

**\_\_\_\_\_ 20 COST**

- (20) Reasonable compared to a similar program (hours of training vs. dollars per individual), program design, equipment, etc.

**\_\_\_\_\_ 100 TOTAL POINTS**

# PROPOSAL INSTRUCTIONS

Proposals are to be prepared and sequenced in accordance with the instructions in this Section. They are to be completed on the Request for Proposal Package forms attached, adding summaries and attachments as indicated below, and be assembled as follows:

## 1. PROPOSAL IDENTIFICATION FORM

Complete the enclosed form and affix to the front of the proposal package.

## 2. TECHNICAL/DEMONSTRATED EFFECTIVENESS INFORMATION

1. Service Provider Background Information - Complete the enclosed form.
2. Summary - In two (2) pages or less, prepare a summary on the following:
  - a. Qualifications/References -Provide relevant information including experience and expertise of your organization in dealing with WIOA programs, Title I Providers, and PA CareerLink® system. Bidder must also show understanding of vital program operations, including but not limited to Commonwealth Workforce Development System (CWDS) tracking system of record, apprenticeships, the Next-Generation Industry Partnership model, and an understanding of local employer/training relationships. If references are identified, please list Type of reference, Organization Name, Contact Person, Address and Telephone Number
3. Articles of Incorporation - If applicable, attach copy.
4. Certifications
  - a. Attach a Certificate of Liability Coverage
  - b. Debarment Certification (Complete enclosed form and attach)
  - c. Service Provider Certification (Complete enclosed form and attach)
  - d. Attach Certification Regarding Lobbying (Complete enclosed information and attach)

## 3. PROGRAM INFORMATION FORM

All questions must be answered. Responses should be brief and to the point. If additional explanation or comments are necessary, insert additional pages and number 1a, 1b, etc.

## 4. COST INFORMATION

Refer to the attached Line Item Budget Instructions. Complete forms accordingly.

### GENERAL FORMAT

- Unnecessarily elaborate or lengthy proposals are not encouraged; neither are special bindings nor coverings.
- Please use the indicative mood (will, shall, etc.) rather than the subjective (would, should, etc.) such that the proposals can be easily converted into contract form.
- Numbering of pages - if additional pages are necessary, insert and number pages in sequence (1a, 1b, 2a, 2b, etc.) in the center of the bottom margin.
- The proposal document should be stapled or bound firmly in the upper left-hand corner.

**Three (3) hard copies of the proposal and electronic copy on a USB Thumb Drive or attached in an email must be received no later than 4:00 P.M. (EST) on July 2, 2020.**

**Hard copy packages can be mailed to:**

**Southwest Corner Workforce Development Board  
Washington Greene County Job Training Agency, Inc.  
351 West Beau Street Suite 300  
Washington, PA 15301  
RE: Youth Apprenticeship Outreach/Program Support**

**If emailing proposal, please send to [jnobili@washingtongreene.org](mailto:jnobili@washingtongreene.org). Please Youth Apprenticeship Outreach/Program Support in the subject line of the email.**

Proposals received after this time and date, whether by US Mail, commercial delivery or hand carry, will not be considered for the review. Timely receipt of the proposals is the sole responsibility of the proposer.

# PROPOSAL PACKAGE

## I. PROPOSAL IDENTIFICATION PAGE

Submitted by

SERVICE PROVIDER NAME:

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ADDRESS:

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---

---

TELEPHONE NUMBER:

---

CONTACT PERSON:

---

EMAIL ADDRESS:

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## II. TECHNICAL INFORMATION

### SERVICE PROVIDER BACKGROUND INFORMATION

1. Name of Organization	
Address	
Telephone	
2. Contact Person	
3. The Organization is a:	Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other <input type="checkbox"/> _____
4. The Organization is:	For-Profit <input type="checkbox"/> Non-Profit <input type="checkbox"/>
5. Number of years in existence	
6. Number of employees:	Full time:      Part time:
7. Do you employ a qualified accountant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Are all of your required business permits current?	Yes <input type="checkbox"/> No <input type="checkbox"/>
9. Is the organization in receivership or bankruptcy, or are any such proceedings pending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
10. Has your organization ever been cited, fined, or reprimanded for any law or code violations within the last three (3) years, or had any business license suspended or revoked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. Has your organization ever been placed on the debarred list by the Federal Government?	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Are any audit findings unresolved?	Yes <input type="checkbox"/> No <input type="checkbox"/>
13. Are you able to provide documentation to show that you are in complete compliance with Equal Opportunity Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
14. Will any training or work efforts be subcontracted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Are work spaces you are proposing to offer services ADA compliant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
16. Does the organization carry general liability insurance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
17. If no, will the coverage be obtained and proof provided prior to program start date?	Yes <input type="checkbox"/> No <input type="checkbox"/>
18. Are you willing to enter a performance based contract?	Yes <input type="checkbox"/> No <input type="checkbox"/>

## SERVICE PROVIDER CERTIFICATION

The authorized representative of the potential service provider certifies to the best of his/her knowledge and belief that all information contained in the attached proposal is true and accurate. If the proposal is selected for funding, the service provider agrees to comply with all Federal and State regulations under the WIOA, and other funding source and all terms of the contract negotiated SCWDB.

Name of the Organization:

Address:

Telephone:

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Signature of Authorized Representative

---

Date

---

Name/Title of Authorized Representative

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Designated Contact Person/Liaison (if different than authorized representative)

## CERTIFICATION REGARDING DEBARMENT

By signing and submitting this proposal, the prospective recipient of federal assistance funds is providing the certification as set out below.

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 Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.

The prospective recipient of Federal assistance shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms "covered transaction", "debarred", "suspended", "ineligible", "lower tier-covered transaction", "principal", "proposal", and "voluntary 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 these regulations.

The prospective recipient of Federal assistance funds 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 DOL.

The prospective recipient of 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.

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. Each participant may, but is not required to, check the List of Parties Excluded from procurement or Non-Procurement Programs.

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 are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**Certification Regarding**

**Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions**

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

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 debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name and Title of Authorized Representative

---

Signature

---

Date

## 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:

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 an 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.

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 this 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.

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 by section 1352, title 31, U.S. Code. Any person who fails 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.

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Program

\_\_\_\_\_  
Name of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Note: In these instances, "all", in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

### III. PROGRAM INFORMATION

All proposals submitted must contain the following information. Please respond to every question. Responses should be brief and to the point.

#### ORGANIZATIONAL EXPERIENCE AND PAST PERFORMANCE

1. Describe your agency's vision, mission, staffing and service expertise, services provided, current customer base, funding sources, and funding stability. Describe how this proposal relates to your organization's goals and to the purpose of WIOA funded programs.
2. Describe your organization's success in meeting and exceeding performance measures. What were the measures? How many participants were served? What were your greatest challenges in achieving your outcomes and how did you overcome them?
3. Successful candidate must have previous experience with Next-Generation Industry Partnership programs in the Commonwealth of Pennsylvania. Describe your organization's ability to provide or assist with outreach and coordination for Next-Generation Industry Partnerships stakeholders and/or experience with Industry Partnerships in the Southwest Corner Workforce Development Board (SCWDB) region.
4. Describe your organization's ability to identify appropriate training providers and schedule appropriate trainings.
5. Describe your organization's ability to acquire and provide any supporting documentation to the SCWDB for the Next-Generation Industry Partnerships, including backup for financial documentation.
6. Describe your organization's previous experiences with Incumbent Worker Training Activities in the Southwest Corner Workforce Development Board (SCWDB) region.
7. Describe your organization's experiences coordinating activities with PA CareerLink® offices.
8. Describe your organization's familiarity with Workforce Innovation and Opportunity Act (WIOA) regulations.
9. Describe your organization's familiarity with Commonwealth Workforce Development System (CWDS) tracking system of record

## IV. COST INFORMATION

### LINE ITEM BUDGET INSTRUCTIONS

The Line Item Budget is a detailed breakout of the proposed program. This budget provides back up for all costs for the categories of Program costs and Supportive Services. Definitions of these categories are as follows:

#### I. OPERATION COSTS

The costs are directly related to the operation of the program. Activities are planned, systematic sequences of instruction or other work related experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge, or abilities to prepare individuals for employment.

Costs in this category must be directly beneficial to the actual management, instruction, education, and subsequent placement of the participant. Costs may include staff salaries and fringe benefits of personnel directly engaged in providing program operations; space and utility costs; equipment, materials, and supplies for use by participants while in the activity.

##### 1. STAFF SALARY & FRINGES

Identify all staff personnel to be employed in the operation of the program. List the position title; hours per week; percentage of time devoted to the program; the hourly rate; the total hours; and the wage, include director, supervisors, clerical and accounting personnel. Identify participants receiving a wage, the rate, hours per week, total hours and total wages. Include fringe benefit rate per employee.

##### 2. TEMPORARY PERSONNEL WAGES

Identify all participant personnel to be employed in the operation of the program. List the position title; hours per week; percentage of time devoted to the program; the hourly rate; the total hours; and the wage.

##### 3. EMPLOYER'S SHARE OF STAFF AND PARTICIPANT MANDATED BENEFITS

Prorate employer's share of staff and participant benefits for the above personnel and participants with each type of cost shown separately.

Social Security – Indicate the current Social Security Rate.

Unemployment Compensation – The approved unemployment compensation rate can only be applied against the maximum allowable wages per person.

##### 4. RENT AND UTILITIES

This section applies only to space and utilities for purposes directly identifiable and attributable to this project. If exact utility cost cannot be identified, make a reasonable proration. The proration formula must be included and explained. Indicate location of services and cost.

##### 5. TRAVEL, MATERIALS, EQUIPMENT AND SUPPLIES

Enter an estimated total of travel costs associated with operating the program for staff and participants. List any other costs not included in the other categories. Supportive documentation of other costs must be provided as an attachment.

**LINE ITEM BUDGET**

Complete all item costs under the categories of Training, and Supportive Services. All charges must be traceable to source documentation for audit purposes. Auditable records must be maintained.

**DETAILED BUDGET NARRATIVE MUST BE ATTACHED**

**I. OPERATION COSTS**

**1. STAFF SALARIES & FRINGES**

Position/Title	Annual Hours		Hourly Rate	Salary	Fringe Benefit Percentage	Fringe Amount	Salary/ Fringe Package
		X					
		X					
		X					
		X					
		X					
							<b>Total 1.</b>

**2. TEMPORARY PERSONNEL WAGES**

Position/Title	Annual Hours		Hourly Rate	Salary	Fringe Benefit Percentage	Fringe Amount	Salary/ Fringe Package
		X					
		X					
		X					
		X					
		X					
							<b>Total 2.</b>

**3. EMPLOYER'S SHARE OF STAFF AND PARTICIPANT MANDATED BENEFITS**

Benefit	Applicable Costs		Benefit Percentage	Benefit Cost
Social Security Amount		X		
Retirement Amount		X		
Worker's Comp. Amount		X		
Other		X		
				<b>Total 3.</b>

4. RENT AND UTILITIES

Location	Rent/Utility Cost
<b>Total 4.</b>	

5. TRAVEL, MATERIALS, EQUIPMENT, SUPPLIES

(Enter total amount for each category)

*ATTACH AN ITEMIZED LIST WHICH SPECIFIES ITEM, PRICE AND QUANTITY.*

Description	Cost
<b>Total 5.</b>	

<b>TOTAL PROJECT COST (items 1 – 6)</b>	\$
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