



Beaver County • Greene County • Washington County

Request for Proposal
for
Provider to Deliver
Workforce Innovation and Opportunity Act (WIOA)
Title I Services
In Beaver, Greene, and Washington Counties in
Southwest Corner, Pennsylvania

For the period of July 1, 2023 through June 30, 2025,
with an option to extend for additional periods based on performance

Issued: March 1, 2023

Deadline for Submission: April 3, 2023

Solicited by

SOUTHWEST CORNER WORKFORCE DEVELOPMENT BOARD

Serving the Pennsylvania Counties of Beaver, Greener 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.*

*This request for proposals is supported by the Workforce Innovation and Opportunity Act Adult and Dislocated funding through the
United States Department of Labor and Industry as part of the local award totaling \$2,440,999.25 during program year 2022 with
100% funded by WIOA/USDOL;*

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

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I. GENERAL INFORMATION

A. INTRODUCTION

The Washington Greene County Job Training Agency, Inc. (WGCJTA, Inc.), acting on behalf of the Southwest Corner Chief Elected Officials (CLEO) and Southwest Corner Workforce Development Board (SCWDB) is requesting proposals for Title I Providers to operate Adult and Dislocated Worker Programs.

The Commonwealth of Pennsylvania designated 3 counties (Beaver, Greene, and Washington) of Southwest Pennsylvania as a Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and its implementing regulations. The Act and additional information can be accessed at www.doleta.gov/WIOA. The Local Workforce Development Board (WDB) is authorized under the same act to set policy for the portion of the workforce development system within the local area. As such, WGCJTA, Inc., a 501(c)3 non-profit organization, is the grant recipient for WIOA funds, staff and fiscal agent to the SCWDB.

The mission of SCWDB is to develop policies, oversee public funds, and procure services that will help employers and job seekers throughout Beaver, Greene, and Washington Counties in Southwest, Pennsylvania. Job placement assistance, education, training and counseling will be offered in order to achieve a skilled workforce and economic development throughout the region. We envision a regional labor pool that possesses the skills and attitudes to attract and retain employers who offer sufficient wages, benefits, and opportunities for advancement.

The Workforce Innovation and Opportunity Act requires that Title I services be competitively procured. Title I Subrecipients will focus on career services geared primarily toward Adult and Dislocated populations funding under WIOA formula dollars. These subrecipients will also be working with other funding for these populations, including but not limited to Rapid Response and National Emergency Grants. For the purposes of this RFP, Offeror should focus only on WIOA formula Adult and Dislocated Worker funds.

Each local area has at least one comprehensive one-stop service center, which is known in Pennsylvania as the PA CareerLink®/American Job Center. SCWDB is responsible for coordinating and aligning workforce services and investment strategies to better reflect the needs of their local or regional economies. As such, the successful Offeror will be expected to integrate services into the local PA CareerLink® center that operates in the covered area. SCWDB is comprised of 29 Board members, and provides services on behalf of the 9-member Chief Local Elected Official Board, comprised of the County Commissioners in the 3-county region.

B. EXPECTATIONS OF THE TITLE I PROVIDER

First and foremost, the Title I Provider will function under the direction of the SCWDB. The Title I Provider will be a fully integrated partner within the PA CareerLink® without regard to the organizational mission of the selected Subrecipient. Title I of the Workforce Innovation and Opportunity Act (WIOA), includes innovative, high-quality services to eligible adults and dislocated workers. The Title I Provider will integrate these services within the overall structure of the PA CareerLink®. The Title I Provider must demonstrate the capacity to develop relationships with various agencies throughout SCWDB in an overall effort to coordinate activities that address the employment and training needs as well as the social barriers that job seekers often encounter. The Title I Provider must be able to work closely with all partners and SCWDB and respond accordingly to its needs. The Title I Provider must demonstrate a willingness and ability to leverage funds and services throughout the area. These and other services are embedded into a bigger structure known as the PA

CareerLink®. The Title I Provider would be listed as a PA CareerLink® partner, but its identity would be anonymous in service delivery. Service delivery must be integrated with the service-delivery process of each PA CareerLink® located in SCWDB.

The Title I Provider is solely responsible to meet the local areas established Adult and Dislocated Worker programmatic performance requirements and participant-based outcomes as established by the Department of Labor and Industry for their designated areas of coverage. The Title I Provider will coordinate programmatic activities in accordance with the requirements of various funding streams, as applicable and as amended. These funding streams may include but are not limited to: Title I Adult, and Dislocated Worker Funds, Rapid-Response Funds; Statewide Activity Funds; National Emergency Grants; other federal funds; other state funds; and Department of Labor discretionary funds.

The initial contract will be for one twenty-four (24) month period, July 1, 2023 through June 30, 2025. If funding is available and the Subrecipient is performing acceptably, subsequent agreements will be developed. At the discretion of the SCWDA CLEOs and SCWDB, contracts may be renewed for up to two-consecutive two-year periods without rebid. At any time, this contract can be terminated due to the loss of local area designation, realignment of workforce development areas, failure to meet performance, or loss of funding.

The provision of services specified in this RFP requires substantive knowledge and understanding of the local labor market, the Workforce Innovation and Opportunity Act of 2014 and its implementing regulations, applicable state and federal regulations and circulars, and the policies of the federal Department of Labor and PA Department of Labor and Industry. Many of the federal regulations can be found in the Employment and Training Administration (ETA) library at www.doleta.gov; state publications can be found in the Publications and Workforce Professionals sections at www.dli.pa.gov. Information related to the Southwest Corner Workforce Development Area, including its local plan and regional plan, can be found at www.southwestcornerwdb.com. Knowledge and understanding of the full text and content of these applicable laws, regulations and programmatic requirements, and the local customer base are the responsibility of the Proposer.

Please note that requirements contained in this RFP may change based on revised local, state and federal rules. Proposers will be required to make staffing and programmatic modifications to accommodate the changes throughout the life of the contract. In keeping with these provisions as a statement of purpose, SCWDB seeks a qualified provider to integrate the adult, dislocated worker and youth (as applicable) Title I services of WIOA into the PA CareerLink® offices in the SCWDB region.

C. WHO MAY RESPOND

Proposers who are capable of supporting the activities outlined in this RFP may be public or private not-for-profit corporations, local educational agencies, private for-profit corporations, community-based organizations, labor organizations or governmental units.

D. TECHNICAL ASSISTANCE

Technical Assistance will be provided through a written question and answer format. Potential respondents will have until 4:00 p.m. on March 27, 2023 to submit questions in writing, by email, to russell@washingtongreene.org.

Answers will be posted on the SCWDB website, www.southwestcornerwdb.com, and available to all entities within three (3) business days of receiving the question. SCWDB reserves the right to decline a response to any questions if, in SCWDB's assessment, the information cannot be shared with all potential bidders in a timely manner.

E. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 3:30 p.m. on April 3, 2023. See item D.4. below for submission email and postal addresses.

Proposals and/or modifications received after that date will not be considered.

2. Conditions of Proposal

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

3. Instructions to Prospective Subrecipients

Inquiries and proposals should be addressed as follows:

Hard Copies:

Ryan Russell

Fiscal Manager

351 West Beau Street, Suite 300 Washington, PA 15301

Email/Electronic Copies:

russell@washingtongreene.org

Inquiries and proposals submitted via email should reference **RFP for SCWDB Title I Provider** in the subject line. It is important that **RFP for SCWDB Title I Provider** is clearly marked in the lower left hand corner of the envelope of the submission package.

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

Please use the RFP Response Outline attached to this RFP.

4. Right to Reject

SCWDB reserves the right to reject any and all proposals received in response to this RFP. An agreement for the accepted proposal will be based upon the factors described in this RFP.

5. Small and/or Minority-Owned Businesses

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

6. Notification of Award

It is expected that notification of award will be made by May 31, 2023.

II. SPECIFICATIONS

A. SCOPE OF WORK

Proposal contents should be based upon the programs and services listed below. However, this list outlines the minimum program and service requirements. Offerors are encouraged to include additional activities within their proposals that meet the needs of job seeker and employer customers of the PA CareerLink® system. Emphasis will be placed on proposals that demonstrate an in-depth understanding of customer needs and service gaps, are innovative and that propose additional activities beyond the minimum requirements to meet those needs.

The Title I Subrecipient is responsible for all aspects of the programs under its operation. All activities will integrate with the PA CareerLink® to maximize staffing and to minimize duplication. Staff will be assigned to appropriate functional teams in support of PA CareerLink® services. Staff from other organizations will assist the Title I Operator in carrying out its duties.

Operationally, the Title I Operator will, at a minimum provide the following:

1. Technical assistance and training to partner staff;
2. Determination of customer eligibility;
3. Support services as applicable;
4. Referrals to support agencies for customers enrolled in programs;
5. Compliance with requirements as they relate to the programs and customers;
6. Tracking and reporting of all customer activity;
7. Reconciliation of in-house reports with Labor and Industry reports;
8. Submission of participant information and required reports prior to established deadlines;
9. Submission of required programmatic reports.
10. Cooperation with and maintenance of a strong working relationship with SCWDB staff;
11. Utilization of a system wide, common case-management system of record;

Programmatically, the Title I Operator will, at a minimum, provide the following:

General

1. Act in the capacity of a required Investor PA CareerLink® Partner;
2. Fully participate in Job Seeker Services and Business Services Teams in each PA CareerLink® center that offeror is located;
3. Staff the Career Resource Center in the PA CareerLink®, which includes maintaining continuously available staff who are knowledgeable and customer friendly;
4. Provide programmatic technical assistance for Title I funded programs;
5. Assure compliance with US Department of Labor and the Pennsylvania Department of Labor and Industry's requirements as they relate to programs and customers;
6. Work with SCWDA PA CareerLink® Operator to assign staff to appropriate PA CareerLink® teams and committees;
7. Permit non-Title I supervisors to provide functional supervision for Title I staff;
8. Provide lead services on additional grants and funding received by SCWDB;
9. Assure compliance with work-based learning activities and metrics;
10. Provide services at non-traditional times, on-line, and/or off-site to meet the needs of all job seekers and/or employers.

Specific

1. Outreach
 - a. Conduct outreach, recruitment and orientation to ensure PA CareerLink® services are reaching SCWDA residents in need of assistance; to include partnerships with community based organizations or other appropriate locations that are not strategically located close

to a local PA CareerLink®. The expectation is that a Title 1 staff representative will be onsite and provide services at locations other than the PA CareerLink®.

- b. Conduct Rapid Response activities as part of the local team.
2. Intake
 - a. Operate an eligibility center that is warm, respectful and responsive;
 - b. Deliver a service focus (and not a program focus) with the fewest service-entry procedures possible;
 - c. Conduct an initial assessment of customers' education level, skill levels and work history;
 - d. Conduct career counseling and assessment;
 - e. Conduct intakes and determine customer eligibility;
 - f. Provide referrals to support agencies for customers.
3. Service Delivery – Clients
 - a. Provide easy access to robust series of services that are responsive to customers' needs and that makes them more competitive in the labor market;
 - b. Provide personalized and customized services;
 - c. Organize universal delivery of core services by purpose and function and not by program silos;
 - d. Recognize that customers need both skills and jobs, and organize services so both are emphasized and delivered concurrently, when possible;
 - e. Provide case management, retention, and follow-up activities;
 - f. Develop Individual Employment Plans (IEPs) that focus on career paths in high-growth sectors;
 - g. Determine suitability for Individual Training Accounts (ITAs) and other training activities;
 - h. Determine suitability and employer match for participant to participate in On-The-Job Training (OJT) activities;
 - i. Provide job-search assistance, including job-skill assessments, employability workshops, placement assistance, career counseling, and job-search workshops on a continuous basis;
 - j. Provide information about job listings from local employers to customers;
 - k. Provide information related to local, regional and national labor market area, consisting of job listings, necessary job skills, and local demand, earnings, and skill requirements;
 - l. Provide group and individual counseling sessions on a variety of topics designed to assist and advise job seekers in overcoming obstacles to employment;
 - m. Support eligible customers with the process of choosing from the Individualized Training Account and training system through intensive career counseling, determining customer suitability; and processing the customer's application for submission to SCWDB.
4. Service Delivery – Employers
Employer engagement is a key part of WIOA. The Title I Subrecipient will be responsible for providing staff for the Business Services team. If additional contracts are awarded to more than one provider, each provider will be required to provide representation on the Business Services Team in the respective PA CareerLink® centers of their coverage area. All activities of the Business Services team members, including contacts with businesses, must be recorded in the Commonwealth Workforce Development System (CWDS) database and any other activity tracking programs as may be instituted.
5. Meet performance measures and success metrics and improve outcomes through the delivery of value-added services;
6. Participate in job fairs, PA CareerLink® committees, and staff-development activities;
7. Determine the need for and make timely payments of support services;
8. Provide tangible, value-added services at the PA CareerLink®.

Sufficient staff must be provided to meet the needs of the PA CareerLink® and Title I Subrecipient requirements. The Subrecipient must be flexible with staffing and have the ability to shift staff responsibilities and hours in order to ensure effective coverage. Successful Subrecipient must complete and maintain a current case record for every customer as required by the funding sources. Successful Subrecipient must adhere to using the forms, practices and procedures as required by SCWDB. This includes entering all participant data into the CWDS system of record.

Please note that all training-related occupations must be in demand as listed on the Commonwealth's current High-Priority Occupation List for SCWDA. This list can be accessed at <http://www.dli.pa.gov>. The Subrecipient will be responsible to explore all available short-term, occupational-specific training in the area. A heavy emphasis is being placed on training individuals with barriers. The successful Subrecipient must ensure that accurate customer information is entered in appropriate databases in accordance with the time frames required by the funding source and/or SCWDB.

Confidentiality of customer information must be maintained to meet the requirements of HIPAA regulations and/or PII, and specific procedures as required by law. All customer documents must be maintained in secured, locked file cabinets at all times with limited staff access.

In the event that an organization other than the current provider is awarded the contract, swift and immediate transition activities will be necessary. Transition activities must be completed by July 1, 2023. Transition activities include ensuring that customer services are uninterrupted. It is expected by SCWDB that parties involved will work cooperatively to ensure that programs, training, services and activities are not interrupted or impacted in any way.

At least initially, the in-house database system currently in use by the Title I Operator will be used for customer tracking in addition to CWDS, the system of record. Integration of a region wide case management or participant data tracking software may be required during the period of this contract.

The attainment of program standards is measured at the time of on-site monitoring as well as at other times throughout the course of the contract. Proposers who do not achieve goals or have ineligible expenses will be required to provide specific corrective action. Failure to achieve program goals could result in the provider being placed on probation, loss of funds and may result in termination of the contract.

On-site monitoring will be conducted at least annually. Statistical progress toward achievement of goals will be monitored on a monthly basis via reports submitted to SCWDB by the Subrecipient. Problems with program performance will initiate more frequent on-site visits. SCWDB reserves the right to monitor and audit all projects at any time for contractual terms and programmatic issues as well as compliance with accounting procedures, participant utilization, equal opportunity, ADA, and/or any other requirements mentioned in the Federal Register or as deemed necessary by the United States Department of Labor, or the Pennsylvania Department of Labor and Industry or any other federal, state or local official. The Proposer shall enable SCWDB staff to maintain regular, continuing personal contact and communication with participants and agency staff at all program sites and for all functions related to contracted services.

B. FUNDING AND CAPACITY

Funding to provide the services outlined in this RFP will be based on state allocation and will be negotiated and modified upon receipt of our funding allocations. We are looking for efficiencies wherever possible, and Offerors should not consider this amount as the baseline; it is a maximum.

PLEASE BE AWARE, Current language requires 30% of a local area's funding to be designated to training in a PY allocation. This new language necessitates the Proposer to deliver services in new and innovative ways. These levels must also be reflected in the programmatic and budget portions of the Offeror proposal.

Note that the available funding found above is an estimated maximum. The actual allocation is not available from the Department of Labor and Industry and is not expected to increase. A budget modification will be required upon notice of final allocation. Funding is available on a year-to-year basis and is dependent on receipt of funds from the federal and state government. Proposers should expect that available funds will decrease and customer demand will increase over the life of the agreement. Annual budget modifications will be required.

Funds are limited. Linkages with existing programs and providers are encouraged and will be necessary to make the program cost effective. Proposers must describe in their application their capacity to link, both financially and programmatically, with other organizations in the area. Proposers must also describe the linkages, match, and alternate funding for the purpose of leveraging and extending the WIOA funds.

C. CONFIDENTIALITY

SCWDB must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, and may be requested and required to release information from proposals received in response to this RFP.

III. PROPOSAL EVALUATION

A. SUBMISSION OF PROPOSALS

One (1) electronic copy and one (1) original hard copy and three (3) additional hard copies of the proposal must be submitted no later than 3:30 p.m. on April 3, 2023. Submission must include all requested information in this document, as well as a signed certification document (Section VI) attesting to the accuracy of the contents within.

B. NONRESPONSIVE PROPOSALS

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

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

C. EVALUATION

Evaluation of each proposal will be based on the following criteria:

Factors	Point Range
1. Experience with Workforce Programs	0-15
2. Experience with PA CareerLink®	0-15
3. Demonstrated connection to local job seeker, educational, and employer community	0-20
4. Proposed Delivery and Innovative Methods	0-35
5. Cost	0-10
6. Small and/or Minority-Owned Businesses	0-5
MAXIMUM POINTS:	100

D. REVIEW PROCESS

The SCWDB may, at its discretion, request interpretation from any or all Offerors, to clarify or negotiate modifications to the Offeror's proposals. However, SCWDB reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, which the Offeror can propose.

SCWDB contemplates award of the contract to the responsible Offeror with the highest total points.

E. PROJECT COMMENCEMENT

SCWDB anticipates this contracted relationship to begin in Program Year 2023 (July 1, 2023).

F. IMPORTANT DATES

The following is the timeline guide for the procurement of services outlined within this RFP

Request for Proposal issued:	March 1, 2023
Technical assistance questions submitted:	March 27, 2023
Technical assistance answers returned:	Within 3 business days of receiving the question
Proposals submitted by:	April 3, 2023
Review begins:	April 4, 2023
May CLEO Meeting:	May 8, 2023
Quarterly SCWDB Meeting:	May 30, 2023
Notification to Successful Offeror:	May 31, 2023

The proposal submission date is a firm date unless changed by the SCWDB with the proper notification. All other dates are estimated and may change or be extended without notification.

G. OTHER TERMS AND CONDITIONS

1. Allowable Expenditures
The SCWDB is not responsible for any costs incurred by respondents prior to the selection. The cost to develop and submit a proposal in response to this RFP is not reimbursable.
2. Availability of Funds
This RFP is being solicited based on available funds.
3. Disclosure of Proposal Contents
SCWDB must comply with Pennsylvania's Right-To-Know Law, Act 3 of 2008, effective January 1, 2009, and may be requested and required to release information from proposals received in response to this RFP.
4. Rejection of Proposals
SCWDB reserves the right to reject any or all proposals, in whole or in part, received as a result of this request or to negotiate separately with competing respondents. A building lease for the accepted proposal will be based upon the factors described in this RFP.
5. Response on Action Taken Regarding Proposal
All proposals submitted will receive a response as to the action taken by SCWDB. Respondents may request a briefing on the action taken on the proposal.

H. PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP is for two years of operations, which SCWDB reserving the right to renew contracts two-consecutive two-year periods without rebid.
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.
6. SCWDB may accept any item or group of items of any proposal, unless the proposal qualified its offer by specific limitations.
7. 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.
8. Proposals should follow the format set forth in the RFP and adhere to the minimum requirements specified therein.
9. 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.

10. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
11. 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.
12. The final award and execution of a contract is subject to availability of funds, SCWDB satisfactory negotiation of the terms of the contract, and the continued availability of funds.
13. 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.
14. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, Commonwealth of Pennsylvania policies, and SCWDB policies and procedures.
15. Bidders selected for funding must also ensure compliance with the Office of Management and Budget (OMB) Uniform Guidance "Super Circular", including 2 CFR 200. Subpart A: Acronyms and Definitions; 2 CFR 200.100 Subpart B: General Provisions, 200.112 Conflict of Interest; 2 CFR 200.200 Subpart C: Pre-award Federal Requirements and Contents of Federal Awards; 2 CFR 200.300 Subpart D: Post-Federal Award Requirements, 200.302 Financial Management, 200.313 Property Management, 200.314 Supplies (Definition at 200.94), 200.318 Procurement, 200.330 Monitoring, 200.335 Electronic Records; 2 CFR 200.400 Subpart E: Cost Principles, 200.402 Direct and Indirect Costs, 200.430 Personal Services 200.420-475 Allowable and Unallowable Costs; 2 CFR 200.500 Subpart F: Audit Requirements
16. Bidders will be expected to adhere to SCWDB procedures to collect, verify, and submit required data and submit monthly invoices to SCWDB, if applicable.
17. 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.
18. 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,
19. 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, connection to local job seekers, employers and workforce providers, leveraging of outside resources, and target populations.
20. 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.
21. All subrecipients 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 funded program or activity because of race, color, religion, sex, national origin, age, disability, sexual orientation, or political affiliation or belief.
22. All subrecipients must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
23. Subrecipients 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.
24. 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.

25. Subrecipients will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. Records must be maintained for a period of three (3) years from the date the commonwealth submits its final expenditure report to USDOL for the applicable funding period. If any litigation is begun, or a claim is instituted involving the grant covered by the records prior to the expiration of the three (3) year retention period, the grantee must retain the records beyond the three (3) year period until instructed otherwise by the Department
26. 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.
27. 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.
28. 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. If a maximum award level is listed within, bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
29. 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.
30. All subrecipients shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and Office of Management and Budget OMB Uniform Guidance "Super Circular" (2 CFR 200.500 Subpart F: Audit Requirements) . Include audit costs in the proposed budget detail.
31. 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 subrecipient will provide a certificate of insurance satisfactory to SCWIB.
32. Applicants are advised that most documents in the possession of SCWDB are considered public records and subject to disclosure.
33. 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; "No funds will be used to assist, promote or deter union organizing"
- k. Fair Labor Standards Act (FSLA) 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
- p. WIOA promulgating regulations, *Department of Labor Only*, 20 [Code of Federal Regulations, or CFR Parts 603, 651, 652, et al., Final Rule, published August 19, 2016](#)
- q. WIOA promulgating regulations *Joint Rule for Unified and Combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions*, 20 [CFR Parts 676, 677 and 678, Final Rule, published August 19, 2016](#)
- r. WIOA Section 188 and its promulgating regulations 29 CFR Part 38; Final Rule, published December 2, 2016
- s. Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule),
- t. Section 504 of the Rehabilitation Act of 1973, as amended
- u. The Americans with Disabilities Act of 1990 (Public Law 101-336)
- v. The Jobs for Veterans Act (Public Law 107-288) pertaining to priority of service in programs funded by the U.S. Department of Labor
- w. Training and Employment Guidance Letter (TEGL) 37-14, Update on Complying with Nondiscrimination Requirements: Discrimination Based on Gender Identity, Gender Expression and Sex Stereotyping are Prohibited Forms of Sex Discrimination in the

Workforce Development System and other guidance related to implementing WIOA sec. 188

- x. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99)
- y. Confidentiality requirements governing the protection and use of personal information held by the VR agency (34 CFR 361.38)
- z. The confidentiality requirements governing the use of confidential information held by the State UI agency (20 CFR part 603)
- aa. Copeland Anti-Kickback Act;
- bb. Davis Bacon Act;
- cc. Compliance with all applicable standards, orders, or requirements issued under the Clean Air Act, Clean Water Act, and the Environmental Protection Agency regulations for contacts/grants exceeding \$100,000;
- dd. Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act;
- ee. Patent rights;
- ff. Copyrights and rights to data;
- gg. Byrd Anti-Lobbying Amendment; and
- hh. Debarment and suspension requirements
- ii. Stevens Amendment
- jj. All amendments to each and all requirements imposed by the regulations issued pursuant to these acts.

IV. RFP RESPONSE OUTLINE

Offerors should use the following information to complete and compile their responses to this RFP. Applications received without inclusion of all required documents will be eliminated from consideration.

A. COVER SHEET

Proposals must include the following proposal identification cover sheet.

PROPOSAL PACKET

Southwest Corner Workforce Development Board Title I Provider
July 1, 2023 to June 30, 2025

Organization:

Address/City/Zip:

Phone:

Fax:

Website:

Contact Person:

Title:

E-Mail Address:

Total Funds Requested:

TYPE OF ORGANIZATION (check all that apply)

- Private Non-Profit Organization
- Public Non-Profit Organization
- Local Education Agency
- Community-based organization
- Private For-Profit Organization
- Labor Organization
- Government Agency
- Other (please describe):

SCWDB Counties Proposal Covers:

- All Beaver County Greene County Washington County

Funding Amount Requested:

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 proper and accurate.

Signed, this _____ day of _____, 2023.

Signature: _____

Title:

B. EXECUTIVE SUMMARY

Summarize the proposal, highlighting Offeror history working with workforce development programs, One-Stop centers, and job seekers and employers within and around the Southwest Corner of Pennsylvania. Offeror should also summarize experience with training providers. Executive summary may also emphasize brief discussions of proposed activities. Summary should be limited to two (2) pages.

C. PROGRAM NARRATIVE

1. Previous Experience

- a. Please describe your organization's mission and any previous or current experience serving job seekers in a service integrated setting.
- b. Describe your WIOA and/or related experience and capability to serve customers from varied backgrounds such as special populations including:
 - i. Veterans and related eligible persons;
 - ii. Low income individuals;
 - iii. Displaced homemakers
 - iv. Women and minorities
 - v. Older individuals
 - vi. Individuals with low literacy levels
 - vii. Individuals with disabilities
 - viii. Individuals with limited English proficiency
 - ix. Recipients of public assistance
 - x. Ex-Offenders/Re-Entry population
- c. In addition, describe your experience and capability to serve customers with few or no barriers to employment, who may have advanced degrees, and who may have significant high-level employment histories.
- d. Explain what areas of your program have been most successful in helping the various groups to reach their employment goals.

2. Coordination of WIOA Title I Program Activities with Local Business, Industry, and Labor Organizations.

- a. Describe how the Title I activities being proposed will be coordinated with:
 - i. Business;
 - ii. Industry (including SCWDB High-Priority Industries);
 - iii. Apprenticeship and pre-apprenticeship;
 - iv. Labor organizations in the area.
- b. A description of innovative programming, best practices and/or partnerships that could be replicated in this region.
- c. How will your proposed activities meet the needs of local employers?

3. Community Outreach and Capacity of the Proposer to Collaborate in the Provision of Services.

- a. What is your experience and capacity to create collaborations with other community agencies to provide services to customers beyond the scope of the PA CareerLink®?
- b. Describe how you will coordinate outreach efforts with PA CareerLink® partners and other agencies including offsite staffing.

4. Staffing

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

- a. Specifically describe your anticipated direct customer and support staff levels including:
 - i. Explain the composition of staff including the number of staff that will initially be employed to provide direct customer services such as case managers, job search and job placement staff;

- ii. Explain your support staff configuration and general duties;
 - iii. Explain your staffing configuration in support of the PA CareerLink®.
 - b. Specifically describe your anticipated supervisory staff structure including:
 - i. Staff levels needed for effective supervisory and service delivery functions, including your proposed lines of authority and responsibility;
 - ii. Proposed supervisory structure and relevant qualifications of key staff to perform the WIOA services including technical, educational, and work background;
 - iii. Describe your management philosophy and the general duties of your supervisory and lead staff;
 - iv. Identify the WIOA Lead (or the position title) to serve as a liaison between the WIOA Title I Operator and SCWDB.
 - c. Describe your plan to accommodate persons with limited English language skills.
 - d. Describe how you will be flexible with staffing levels with the ability to shift staff responsibilities and hours in order to ensure effective coverage.
 - e. Explain what staff training and development will be made available.
 - f. Outline the experience, education and background requirements of staff to substantiate the quality and integrity of the activities you will offer (not resumes at this point, but description of staff qualifications).
 - g. 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.

5. Integration of Services into the PA CareerLink®

As stated earlier, 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 PA CareerLink® System, including the following specific information:

- a. Plans to coordinate and work interdependently with other organizations in the PA CareerLink® to ensure the employment and training needs of customers are being met and job seekers are qualified to join the workforce.
 - b. Proposed special arrangements between the Title I Operator and other organizations or employers designed for the benefit of job seekers including Title 1 services outside the local PA CareerLink®.
 - c. Plans to coordinate and assimilate all functions including specific planned activities in support of the PA CareerLink®.
 - d. Describe the workshops or related activities that will be offered as part of career services in the PA CareerLink®.
- 6. Program Design and Service Delivery
 - a. Describe the experience a customer will have according to your plan of service, beginning at the time of entry into the PA CareerLink® through post-employment services. Be as specific as possible in describing flow, understanding that individual's needs vary. Include:
 - i. Proposed career services that will be provided. Be specific when describing all the WIOA and integrated activities to be performed.
 - ii. A description of how you will ensure that customers are engaged in a continuum of activities that lead to obtaining and retaining employment.
 - iii. A description of your case management and follow-up activities in support of the proposed services.
 - b. Describe your plan to utilize. If additional assessment tools will be used, please describe.
 - c. Describe your plans to provide quality career counseling, case management and follow-up with customers.

- d. Describe how you will address the issue of flexibility including non-traditional hours, activities, and locations including some evening activities of the PA CareerLink® designed to meet the needs of customers.
 - e. Describe your job search assistance activities, including:
 - i. A description of a successful transition into unsubsidized 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.
 - ii. Describe your plans to operate and integrate the services of the successful Job Search Center program. Be as specific as possible.
 - f. Describe your plan on addressing services to individuals with barriers.
7. Job Placement Assistance
- a. Describe the business linkages in place to ensure unsubsidized job placement and retention.
 - b. Describe the linkages and support of the Business Services Team.
8. Tracking, Performance Measures and Monitoring
- a. Describe the process for accurate and timely data entry of customer information including case notes 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?
 - b. 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 used to monitor and verify that performance measures will be met.
 - c. Describe the following relative to performance measurements:
 - i. Demonstrated commitment to achieve and surpass all mandated performance measures;
 - ii. Identification of additional performance indicators to measure WIOA program impacts and evaluate success;
 - iii. Evaluation methods for tracking and ensuring that all required performance measures are met or exceeded;
 - iv. Internal systems to identify operational problems, and take appropriate corrective action to improve performance issues as necessary. Proposers must include with this proposal a description of their continuous improvement process.
 - v. Subrecipients are responsible to closely and formally monitor their subcontractors. If applicable, please describe your monitoring plan.
 - vi. Describe your plan and commitment that enables SCWDB staff to maintain regular, ongoing personal contact and communication with Title I Operator staff and, as needed, with customers at all locations.
9. Transition Planning
- a. Describe your transition plan by addressing the following:
 - i. Commitment to accomplishing a thorough and smooth transition that includes the interview and consideration of existing Subrecipient staff that may be displaced as a result of this RFP;
 - ii. Plan for working with the SCWDB and PA CareerLink® to notify customers, providers, and other community organizations about changes if necessary;
 - iii. Plan for providing uninterrupted WIOA services and activities to customers.
 - b. Please describe your transition timeline.

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

D. PROGRAM MANAGEMENT NARRATIVE

1. Organizational and Financial Ability and Experience

Provide a complete and detailed description of the following items:

- a. Type of organization and what the key strengths of the agency are, i.e. capacity, capability, and experience for operating state and federally funded employment and training programs.
- b. Experience of the organization in providing WIOA and/or related training programs and/or program services/activities as it relates to services you plan to provide under your proposed contract.
- c. Organization's supervisory capacity to manage contractual agreements and communicate effectively with SCWDB.
- d. 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.
- e. The method used to monitor actual expenditures to budget amounts by cost category and line item expense.
- f. Procedures to ensure the accounting records are supported by source documentation for each transaction.
- g. Your system of internal control to ensure no fraud or abuse takes place.

2. 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 subrecipient will be required to assume full responsibility, including local area performance and all risks and hazards for all WIOA funding streams, services and activities identified in this RFP.

- a. 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 SCWDB.
- b. Describe how all off-site positions funded by the contract contribute directly to the operation of SCWDB WIOA Title I Operator functions.
- c. 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.

3. Reporting Requirements Capability

As outlined in the RFP, the selected subrecipient must demonstrate the ability to be compliant with WIOA program reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports. The selected subrecipient will be required to provide various financial and performance reports to SCWDB on a monthly basis in such detail and on such forms as required by SCWDB.

- a. 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.

4. Financial Systems Capability

- a. Attach a copy of your written Cost Allocation Plan (CAP). Please include an auditor's opinion of the equitableness of the CAP.

- b. Please attach 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.
- c. Describe your plan to ensure compliance with minimum of 30% of funding award to be designated to training in a specific program year.

E. STAFF QUALIFICATIONS

Please include resume and experience information on pertinent staff associated with delivery of this proposed program.

F. SMALL AND/OR MINORITY OWNED BUSINESS

The Offeror must include a written statement and a copy of the last three fiscal year income statements or tax returns identifying itself as a small or minority owned business as established by the Small Business Administration (13 CFR 121.201) to be considered a small or minority owned business. If Offeror does not fall under this category, please move on to next section.

G. CONFLICT OF INTEREST

Where a conflict of interest may exist due to a financial or personal interest of the Offeror, such conflict must be disclosed at the time of proposal submission. Proposals will not be considered unless Offeror can provide, at time of proposal submission, a satisfactory resolution of conflict that is achievable prior to acceptance of submitted proposal, should said proposal be selected.

H. BUDGET

Please enclose line item budget for all costs associated with proposed project for PY2023 and PY2024. A budget justification narrative must also be provided. **PLEASE BE AWARE, Current language requires a minimum of 30% of a local area's funding must be designated to training in a specific program year.** This new language necessitates the Proposer to deliver services in new and innovative ways. These levels must also be reflected in the programmatic and budget portions of the proposal. Please use the attached budget format (pg. 24) and complete a narrative justification.

I. INSURANCE AND CERTIFICATIONS

Copies of current organizational insurance policies must be included with the submitted application. The following certifications must be completed, signed, and included with proposal package. Failure to include will result in elimination from consideration. These include:

- Service Provider Certification
- Certificate Regarding Debarment
- Certificate Regarding Lobbying

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 Workforce Innovation and Opportunity Act of 2014 and other funding source and all terms of the contract negotiated SCWDB on behalf of the Southwest Corner Chief Elected Officials.

Name of the Organization: _____

Address: _____

Telephone: _____

Signature of Authorized Representative

Date

Typed Name and Title of Authorized Representative

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

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

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).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION INCLUDED IN THE PROPOSAL INSTRUCTIONS)

- (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 debarment, 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 participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

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 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.
- (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 this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete a 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 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.

Guarantee/Subrecipient Organization	Program/Title	
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).

PROPOSAL PACKAGE CHECKLIST

- ___ Cover Sheet
- ___ Executive Summary
- ___ Program Narrative – Complete
- ___ Program Management Narrative – Complete (including cost allocation plan and all requested audit materials)
- ___ Staff Qualifications/Resumes
- ___ Small and/or Minority-Owned Business Confirmation (if applicable)
- ___ Conflict of Interest Description (if applicable)
- ___ Budget/Budget Justification Narrative (provide for PY2023 and PY 2024)
- ___ Proof of Insurance and Signed Certifications