



**LACKAWANNA COUNTY  
WORKFORCE DEVELOPMENT BOARD**

**REQUEST FOR PROPOSALS  
July 1, 2017 – June 30, 2018**

**TO PROVIDE**

**Employment Advancement and Retention Network  
(EARN) Services  
For  
Lackawanna County, Pennsylvania**

**Date Released: April 4, 2017**

**Proposal Due Date/Time:  
April 27, 2017; 12:00 P.M. (Noon)**

**At: Mr. Andrew Wallace  
Lackawanna County Chief of Staff  
200 Adams Avenue 6<sup>th</sup> Floor  
Scranton, PA 18503**

**IDENTIFIED: LACKAWANNA COUNTY WDB EARN SERVICE PROPOSAL**

**Bidder's Conference: Tuesday, April 11, 2017; 2:00 P.M.**  
**PA CareerLink® Lackawanna County**  
**135 Franklin Avenue**  
**Scranton, PA 18503**

**MANDATORY REQUIREMENTS:**

1. All proposals must be received by the date, time, and at the location stated on the cover page. **Late proposals will not be reviewed.**
2. Proposals must be submitted with an original (signature in blue ink) plus seven additional complete copies.

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## **SECTION ONE - Introduction and Instruction**

### **1.1 Purpose of this Request for Proposals (“RFP”)**

The Lackawanna County Workforce Development Board (hereinafter WDB) is soliciting competitive sealed proposals from professional organizations that are interested in and capable of acting as program operator to administer an Employment, Advancement and Retention Network (EARN) project as a partner the PA CareerLink® Lackawanna County as further detailed in the specifications of this RFP (inclusive of all tasks, deliverables and products required herein, as defined in Section 3).

### **1.2 Bidders Conference**

As stated previously, a Bidders Conference will be held at the PA CareerLink® Lackawanna County on Tuesday, April 11, 2017, beginning promptly at 2:00 P. M. The PA CareerLink® Lackawanna County is located at 135 Franklin Avenue, Scranton, PA 18503. The purpose of this meeting is to conduct a question and answer session regarding this RFP package to maximize the proposer’s understanding as to what is required. Any questions must be submitted in writing by 4:30 P. M., Friday, April 7, 2017, to Virginia Turano, Lackawanna County WDB Executive Director, at [vturano@wiblackawanna.org](mailto:vturano@wiblackawanna.org). No verbal questions will be accepted during the Bidders’ Conference.

### **1.3 Due / Opening Dates**

As previously stated, the deadline for receipt of proposals is 12:00 P.M. (NOON), local prevailing time, Thursday, April 27, 2017. **Proposals received after the Proposal Deadline will not be considered.** Proposals will be opened by the Lackawanna County Controller, or his designee, with an initial review of contents witnessed, signed, and dated.

### **1.4 Publications/Notifications**

This RFP will be publicized through a legal advertisement in the Scranton Times/Tribune, twice, at an interval of no less than 3 days, and not less than 10 days prior to the required submission date. Also, this RFP will be posted on the following websites: [www.lackawannacounty.org](http://www.lackawannacounty.org) and [www.lackawannacountycareerlink.org](http://www.lackawannacountycareerlink.org).

### **1.5 Preparation Costs**

Preparation costs are not an allowable cost under this RFP.

### **1.6 Public Information**

All Proposals and other material submitted become the property of the WDB. Information contained in the Proposals will not be disclosed during the evaluation process. Under Pennsylvania’s “Right to Know” laws (65 P.S. §§ 67.101-67.3104), public records are required to be open for reasonable inspection. All Proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and prior to the time a contract is awarded. Thereafter, the Proposals will become public information.

Trade secrets and other proprietary data contained in Proposals may be held confidential, if the Proposer requests, in writing, that the WDB does so, and if the WDB so agrees, in writing, to do so. Material considered confidential by the Proposer must be clearly identified and the Proposer must include a brief statement that sets out the reasons for confidentiality.

### **1.7 Reservation of Rights**

The WDB reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

- a. To reject all Proposals and re-issue the RFP at any time prior to execution of the Agreement; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- b. To reject any Proposal if, in the WDB's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, the Proposer does not meet the qualification requirements as set forth herein, or it is otherwise in the best interest of the WDB to reject the Proposal.
- c. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of the Agreement.
- d. To accept or reject any or all of the items in any Proposal and award the Agreement for the whole or only a part of any Proposal if the WDB determines, in its sole discretion, that it is in the WDB's best interest to do so.
- e. To reject the Proposal of any Proposer that, in the WDB's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable, or is otherwise not a responsible Proposer.
- f. To request that one or more of the Proposers modify their Proposals or provide additional information.

## **1.8 RFP Timeline**

Following is the County's estimated timeline for the RFP process:

|  |                   |
|--|-------------------|
| Issue RFP  | April 4, 2017     |
| Bidder's Conference  | April 11, 2017    |
| Cutoff for Submission of Written Questions                               | April 7, 2017     |
| Deadline for Submission of Proposals                                     | April 27, 2017    |
| Opening of Submitted Proposals (anticipated)                             | April 28, 2017    |
| WDB's Procurement Review Sub-Committee Review of Proposals (anticipated) | May 2 - 5, 2017   |
| WDB Executive Committee Review/Approval of Proposals (anticipated)       | May 15 - 19, 2017 |
| Issue Notice of Contract Award   | June 1, 2017      |

## **SECTION 2 –Contractor Selection Process/Conditions**

### **2.1 Selection Process**

All proposals, once received, opened, and catalogued by the Lackawanna County Controller's Office, or designee, will be forwarded to the WDB Procurement Review Sub-Committee who will review, discuss, evaluate, rate, and make a recommendation for a contract award to the WDB Executive Committee who, acting on behalf of the full WDB membership, will authorize the contract award.

### **2.2 Right to Negotiate**

After the WDB's completion of the Proposal evaluation process, the WDB may elect to initiate negotiations with one or more Proposers for modification of any component of the Agreement, including, without limitation, the scope of services, price or schedule for completion. The option of whether or not to initiate or terminate negotiations rests solely with the WDB, which may be exercised at any time.

### **2.3 Award of Contract**

If the WDB elects to award the Agreement pursuant to this RFP, it intends to award the Agreement to the responsible and responsive Proposer whose Proposal is determined to

provide the best overall value to the local workforce area. The WDB intends to award an initial 15-month (April 1, 2017 through June 30, 2018) Agreement based on current remaining funds for Program Year (PY) 2016 and contingent upon levels of funding received by the WDB for PY 2017. The Contractor will be asked to submit a program narrative and a budget request for a PY 2017 based on available funding

### **SECTION 3 - Specifications**

#### **3.1 Background**

The Lackawanna County Workforce Development Board (WDB) has responsibility for long-term strategic planning to meet local workforce development needs. This includes planning, analysis, oversight, evaluation and monitoring, and the development and cultivation of partnerships within the community and/or on a regional basis. The Workforce Development Board also manages Federal and State workforce development funds, financial and programmatic information systems, and performs the procurement, contracting and administrative systems functions required to support the goals of these funds. The PA CareerLink® Lackawanna County is the local Workforce Development Board's principal provider of operational services and the gateway to the workforce development system in Lackawanna County.

#### **3.2 Program Summary**

3.2.1 The Lackawanna County WDB, a single County Workforce Development Area located in Northeast Pennsylvania, is seeking a results oriented, customer-focused organization to operate the Employment, Advancement and Retention Network (EARN) in partnership with the One Stop Operator of the PA CareerLink® Lackawanna County.

3.2.2 The purpose of EARN is to provide comprehensive activities and services to individuals who are newly applying for Temporary Assistance for Needy Families (TANF) benefits as well as individuals who are already receiving TANF benefits. The goal of EARN is to move individuals served toward self-sufficiency.

3.2.3 The EARN operator shall work closely with the Lackawanna County Assistance Office (CAO) and other PA Department of Human Services (DHS) funded agencies located in Lackawanna County.

3.2.4 EARN is regulated by the EARN Program Policy and Procedures Manual, as amended. The most recent version is included as Attachment A.

3.2.5 The services and requirements outlined herein may change significantly during the life of the contracted performance period.

#### **3.3 Program Goals and Objectives**

3.3.1 It shall be the intent of all components funded through this Agreement to offer assistance to those in need of employability services and to those most able to benefit from such services. Though such clients may be representative of traditionally categorically labeled groups, negative labeling will not be continued as they become participants and move toward unsubsidized employment. It shall instead be incumbent upon all Vendors and third party Vendors to be instrumental in helping employers to be less concerned with what a client has been and more concerned with what the client

can become, particularly as a result of services or training offered through program resources. It shall additionally be incumbent upon all Vendors to assist participants in developing the skills necessary for self-reliance, particularly in relation to job search. The goal is to move individuals served toward self-sufficiency.

### **3.4 Scope of Work**

#### 3.4.1 General Information

##### 3.4.1.1 Role of the Lackawanna County WDB

3.4.1.1.1 The Lackawanna County WDB is the agent duly authorized to act on all matters, questions and issues relating to or arising out of or as a result of this Agreement.

3.4.1.1.2 In particular, the Lackawanna County WDB is empowered to monitor all activities and expenditures under this Agreement.

3.4.1.1.3 The Lackawanna WDB is also empowered to issue directives and interpretations relating to this Agreement.

##### 3.4.1.2 Target Group

3.4.1.2.1 All EARN participants are referred by the CAO; the One Stop Operator is not permitted to directly recruit clients. These individuals will be TANF and/or General Assistance/Food Stamp, Medical Assistance/Food Stamp, non-cash assistance/Food Stamp eligible. (The Food Stamp program is also known as the Supplemental Nutrition Assistance Program – SNAP.)

3.4.1.2.2 During the most recent full year period July 1, 2015 to June 30, 2016, 349 individuals were enrolled. During the period July 1, 2016 to December 31, 2016, 94 individuals have been enrolled.

3.4.1.2.3 The unemployment rate for Lackawanna County is currently hovering at 5.7%. A majority of clients have minimal work experience. Many lack any vocational specific skills and most lack the soft skills required to be successful at any job. Many also lack the social and family supports that encourage work and make work possible (adequate day care, reliable transportation, supportive family networks).

3.4.1.2.4 A majority of individuals have not completed high school and/or lack adequate literacy skills to find and hold skilled employment.

3.4.1.2.5 All clients are supporting children; many, more than one child. A significant number are pregnant. A significant minority of clients have a criminal history.

##### 3.4.1.3 Program Duration

Initial contract period shall be July 1, 2017 to June 30, 2018.

3.4.1.4 Method of Payment  
Cost reimbursement.

3.4.2 General Responsibilities

3.4.2.1 Staffing

3.4.2.1.1 Adequate staff must be hired to ensure the provision of a high level of service to the individuals enrolled in EARN and to ensure the requirements of the EARN Program Policy and Procedures and the requirements and expectations discussed in this RFP are met.

3.4.2.1.2 At least one (1) member of staff working directly with EARN clients must be bilingual in English and Spanish with the ability to translate/interpret written and verbal communication between these two languages.

3.4.2.1.3 All staff must attend any auxiliary training as it relates to their job duties.

3.4.2.2 Hours of Operation

3.4.2.2.1 All EARN activities will follow the operating hours of the PA CareerLink® Lackawanna County which are Monday through Friday, 8:30 A.M. to 4:30 P.M.

3.4.2.2.2 The PA CareerLink® Lackawanna County currently observes the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Any proposer receiving the award must assure a minimum coverage of EARN staff on any other holidays which may be observed by the proposer.

3.4.2.3 Coordination with PA CareerLink® Lackawanna County

3.4.2.3.1 The successful Proposer will be expected to locate all personnel assigned to this initiative in the PA CareerLink® Lackawanna County facility at 135 Franklin Avenue, Scranton, PA 18509 and to insist that all such assigned staff identify themselves in all their public dealings as staff to the PA CareerLink® Lackawanna County, not their employing or "parent" organization. On-site direct management will be the responsibility of the PA CareerLink® Lackawanna County Site Administrator working in collaboration with the awarded contractor's management staff.

3.4.2.3.2 The successful Proposer(s) will be expected to become a signatory to the Lackawanna County Workforce Development Board (WDB)/One-Stop Partners Agreement, a document executed

between the parties in the Pennsylvania CareerLink® Lackawanna County and the Workforce Development Board. This document describes the general operating policies of the Pennsylvania CareerLink® Lackawanna County and includes the usual “certification and assurances” parameters. In turn, the Proposer then agrees to adhere to the Resource Sharing Agreement Budget (RSAB) which allocates common costs among the partners. The costs include shared staff, building, resource room, and operation expenses. Costs are allocated on a pro-rated share based on staffing levels, except for direct-billed charges. RSAB costs are variable based on projected expenses and number of partners and staff. As such, these costs will not be included as part of the Proposer’s costs. Rent, utilities, cleaning, and copier costs should not be included in the Vendor’s budget submitted to operate the EARN Program.

3.4.2.3.3 Each of the partners in the Pennsylvania CareerLink® Lackawanna County is responsible for its own personnel costs, including wages, fringes, travel, and other expenses.

3.4.2.4 Hours of Participation

The program must be designed to ensure adequate hours are provided each week for clients to meet participation requirements. Federal and State laws require that participants take part in specific activities for mandatory hours per week. As a result, attendance must be strictly monitored. The CAO will notify the client and the EARN operator of required weekly hours on the Agreement of Mutual Responsibility (AMR). The weekly hourly requirement ranges from 20 to 35 hours. After carefully reviewing the Policies and Procedures Manual, the provider must address how these and all other hourly variations will be handled when developing individualized plans for program participants.

3.4.2.5 Service Level

The successful Proposer must be able to accommodate any level of referrals made by the CAO.

3.4.3 Services to Be Performed

3.4.3.1 There is wide latitude in the design of the EARN program. The Lackawanna WDB encourages the submittal of unconventional program models as long as they take into account specifics as already discussed and the following requirements:

3.4.3.1.1 The EARN provider must register with and must data enter information on the Commonwealth Workforce development System (CWDS). The provider must also ensure that each program participant is registered in the PA CareerLink® system (part of CWDS) and that all information is promptly and correctly data entered in accordance with the Policies and Procedures Manual. The provider must also ensure a 7-day average turn-around for data entry is mandatory for DHS and the policies and Procedures Manual.

- 3.4.3.1.2 The EARN operator must acquire CWDS access for all staff and other secure access to Commonwealth systems as required to operate EARN.
- 3.4.3.1.3 The successful Proposer is required to provide all services to all clients regardless of their ability to speak or read English or disability.
- 4.4.3.1.4 Alteration of the submitted EARN program model may be required prior to implementation and ongoing through-out the performance period.

3.4.4 Performance Outcomes

3.4.4.1 The denominator for the following three goals are all program enrollments in a given program year.

- 3.4.4.1.1 Placement rate 50%
- 3.4.4.1.2 Retention rate 30%
- 34.4.4.1.3 Activity Compliance Rate 65%

3.4.4.2 The successful integration of program services and staff into the PA CareerLink® Lackawanna County structure is a performance measure applicable to all selected service providers. The successful meeting of these standards shall be determined by the PA CareerLink® Lackawanna County WDB.

3.4.5 Administrative Requirements

3.4.5.1 Program Records

3.4.5.1.1 All records pertaining to a subsequent contract must be maintained for a period of seven years beyond the final day of the program year the contract is terminated unless litigations, claims, or audits are begun prior to the expiration of this seven year period, in which case, all records shall be retained until those litigations, claims, or audits relating to those records have been resolved.

3.4.5.2 Program Status Records and Reports

3.4.5.2.1 The provider's Financial Status Report (FSR) must be submitted to the WDB by the 5<sup>th</sup> business day on the month following the month being reported.

3.4.5.3 Other Requirements

- 3.4.5.3.1 The service provider must comply with all Federal audit requirements, including Subpart F., Sections 200.500-521 of 2 CFR 200, the OMB Uniform Code.
- 3.4.5.3.2 The program, including all associated records, staff, participants, and documentation of performance must be available for monitoring by Lackawanna County WDB staff/Independent Monitor and representatives of Federal and Commonwealth funding sources.
- 3.4.5.3.3 The service provider must have the ability/be able to produce ad-hoc program reports as directed by the Lackawanna County WDB.

### **3.5 Qualifications/Experience**

#### **3.5.1 Proposing Firm**

##### **3.5.1.1 The proposing firm shall at minimum:**

- 3.5.1.1.1 have demonstrated past performance related to the ability to meet schedules and deadlines on programs of similar scope and size; and
- 3.5.1.1.2 have demonstrated past exceptional performance related to quality developing and implementing programming of design on programs of similar scope and size.

3.5.1.2 It is important to note that “proposing firm” refers to the company that would enter into the Agreement with the WDB/County. To be considered, the proposing firm must meet or exceed the benchmarks set forth above on its own merit. Also important to note is that the WDB/County is not interested in a joint venture program, but prefers to enter into the Agreement with a single entity.

3.5.1.3 Each proposing firm shall certify that it is not currently under suspension or debarment by the Commonwealth of Pennsylvania or federal government. If the proposing firm cannot so certify, then it shall submit a written explanation of why such certification cannot be made.

#### **3.5.2 Program Staff/Team**

##### **3.5.2.1 An assigned Program Manager shall, at minimum:**

- 3.5.2.1.1 have a Bachelor’s Degree in Social Services or related field and a minimum of two years experience in administering a program to individuals who are newly applying for TANF benefits as well as individuals who are already receiving TANF benefits collectively or other individuals facing challenges due to low income and lack of employable skills.
- 3.5.2.1.2 have demonstrated skills, technical knowledge, and administrative

capability to serve all the requirements of the proposed program specifications on past projects-of similar scope and size; and

3.5.2.1.3 possess certifications, licenses and proficiency in the application of requirements and guidelines as applicable.

3.5.2.2 Other Program Staff/Team members shall, at minimum:

3.5.2.2.1 have two (2) years of experience working with individuals who are newly applying for TANF benefits as well as individuals who are already receiving TANF benefits or other individuals facing challenges due to low income and lack of employable skills; and

3.5.2.2.2 have demonstrated skills and technical knowledge to serve all the requirements of the proposed program specifications.

3.5.3 Organizational Structure

3.5.3.1 The provider is required to submit an organizational chart detailing the composition of all staff who will be associated with the project, noting full-time or part-time status;

3.5.3.2 The provider will be required to submit job descriptions of all staff to be associated with the project;

3.5.3.3 If you currently have staff that you will use to administer this project, please attach a resume for each and indicate to which position that staff will be assigned;

3.5.3.4 In the event that an organization other than the current provider is awarded the contract, swift and immediate transition activities will be necessary. The Lackawanna County WDB recommends that any organization awarded funds through this RFP gives first consideration of employment to current employees who may be displaced as a result of this procurement.

3.5.3.5 In the event that the current organization is awarded the contract, all activities must be transitioned to the PA CareerLink® Lackawanna County by April 1, 2017.

3.5.3.6 It is expected by the Board that the parties involved will work together to ensure that programs and services to the customers are not impacted during this transition period.

### **3.6 Program Timeline**

Any all services are expected to commence or be transitioned by July 1, 2017.

## **SECTION 4 - Proposal Format and Content**

### **4.1 Submission of Proposal**

Proposals, including all budget information, must be submitted in a sealed envelope with one (1) original and seven (7) copies printed on 8½" x 11" paper, and one (1) electronic copy (via flash drive) included to: Mr. Andrew Wallace, Lackawanna County Chief of Staff, 200 Adams Avenue 6<sup>th</sup> Floor, Scranton, PA 18503. The original Proposal shall be marked "original" and each copy of the Proposal must be a complete copy of the original including all attachments and appendixes.

#### **4.2 Proposal Format**

The County discourages overly lengthy and costly proposals; however, proposers should follow the format set out herein and provide all of the information requested. For a Proposal to be considered, proposers must follow the instructions outlined in this RFP. Proposals should not be encased in any type of binder or contain section dividers.

#### **4.3 Transmittal Letter**

Proposals shall include a brief letter which provides the company's name; address of the main office and any branch offices; telephone and fax number for each office; name, title, telephone number, fax number, and email address of the company's contact person for this Program; a statement that the Proposal is in response to this RFP; and the signature, typed name, and title of an individual who has *actual authority*\* to commit the Proposer to the Proposal.

*\*Proposals by individuals must be signed personally, with name typed below signature, and witnessed. A complete address and trade name must be provided. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the principal officer of the corporation. The Proposal must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract.*

#### **4.4 Understanding of the Services**

Proposers must provide a comprehensive narrative statement that illustrates their understanding of the requirements of the Services, and illustrates how their methodology will serve to accomplish the work.

#### **4.5 Qualification Statement**

4.5.1 Each Proposal shall include, at minimum, the following information about the company as so referenced by corresponding number:

4.5.1.1 The number of years the company has been in business.

4.5.1.2 The number of years the company has acted as program operator of a jobs first program for TANF recipients or other individuals facing challenges due to low income and lack of employable skills.

4.5.1.3 The type of organization of the company. (i.e. Corporation, Partnership, Sole Proprietorship).

4.5.1.4 The names and titles of the company's principles or list of Organization's Board of Directors.

4.5.1.5 The company’s most recent annual report or the company’s most recent income statement, balance sheet, and statement of cash flow accompanied by an auditor’s report attesting to the accuracy of these financial statements.

4.5.1.6 Identify if Company holds any current federal certifications for the following: Minority Owned Business (MBE), Women Owned Business (WBE), Small Disadvantaged Business (SDB), Disadvantage Business Enterprises (DBE), 8a Designation, HUB Zone Business Enterprises (HUB) or Disabled Veteran Business (DVBE).

4.5.1.6.3 Any and all certifications required or sought after for the services being provided.

4.5.2 The following questions should be answered thoroughly as part of the Proposal:

4.5.2.1 What is the company’s main business focus?

4.5.2.2 What are the strengths of the company and how will the WDB benefit from those strengths?

4.5.3 Each Proposal shall address the company’s qualifications for the development and completion of the Services based on the following:

4.5.3.1 List and describe any experience the company’s has/had with federal, state or local government work experience programs for TANF-eligible or other government work experience programs. For each listed program include: name and location of program; reference contact name; telephone number; email address; estimated total program cost and actual total program cost; planned program completion date and actual program completion date; and summary description of the program. Additionally, include one monitoring report that was supplied to each agency/government.

4.5.3.2 Describe the company’s capacity to execute the Services within the proposed timeline. Describe the company’s willingness and ability to commit personnel to meet the scope and schedule of the services.

4.5.3.3 Describe the overall design, service strategy, and customer flow of your project. The provider must design the EARN program by the strategies outlined and is responsible for attainment of each of the performance measures outlined in the EARN Policies and Procedures Manual which provides information on program requirements.

4.5.3.4 Advise how performance goals, as defined in the EARN Policies and Procedures Manual (see chart below), will be achieved.

| <b>Performance Goal</b> | <b>Definition</b>   | <b>Goal</b>    | <b>% of Payment</b> |
|-------------------------|---|----------------|---------------------|
| Placement               | Clients must obtain unsubsidized employment (AC 33) working in a minimum of 80 hours in a 4-consecutive week period. The 4-week | 50% of clients | 45%                 |

|                           |   |                         |     |
|---------------------------|---|-------------------------|-----|
|                           | period must begin within the 180 days of the enrollment date.   | enrolled                |     |
| Retention                 | After a client meets the placement goal, the client must retain unsubsidized employment (AC 33) of at least 80 hours in any given calendar month for up to 6 months following the placement month. A client may meet the retention goal up to 6 times in the 6 months immediately following the placement month. A client may not have hours counted in the same calendar month for both placement and retention. | 30% of clients enrolled | 45% |
| Activity Compliance (ACR) | Clients enrolled must be in a core activity that meets their work participation requirement as validated using the ACR report.  | 65% of clients enrolled | 10% |

4.5.3.5 Does your organization/company have experience with being evaluated on performance goals and measures? If yes, provide documentation of goal achievement and the steps taken to achieve those goals.

4.5.3.6 Provide the methodology on how your firm will collect data related to performance goals and measures.

#### **4.6 Conflict of Interest**

4.6.1 Each Proposal shall include a conflict of interest statement indicating whether or not any principals in the company, their spouse, or their child is employed by the County of Lackawanna, and whether or not the company or any individuals providing Services has a possible conflict of interest, and, if so, the nature of that conflict.

4.6.2 To preserve the integrity of County employees and elected officials and to maintain public confidence in the RFP process, the County prohibits the solicitation or acceptance of anything of value by a County employee or elected official from any person seeking to initiate or maintain a business relationship with County departments, boards, commissions, and agencies.

4.6.3 Proposers shall not pay any salaries, commissions, fees, or make any payments or rebates to any employee, elected official of the County or their designees, or other government officials. Nor shall any Proposer favor any employee, elected official of the County or their designees, or other government officials with gifts or entertainment of significant cost or value, or with services or goods sold at less than full market value.

4.6.4 Proposer is discouraged from utilizing any governmental elected official from endorsing this proposal.

4.6.5 The WDB/County reserves the right to disqualify a Proposer or cancel an award of the Agreement if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be performed by the Proposer. The WDB/County's determination regarding any question of conflict of interest shall be final.

#### **4.7 Insurance**

Each Proposer must provide with its Proposal a certificate of insurance evidencing, at minimum, its current insurance coverage types and levels.

#### **4.8 Program Schedule**

Proposals shall include the Proposer's planned program schedule including expected completion time periods for each task defined in Section 4 – Specifications.

#### **4.9 Budget**

4.9.1 Complete Budget Form, for period of 7-1-17 – 6-30-18.

4.9.2 Provide a detailed narrative of all budget costs.

4.9.3 Provide a suggested payment schedule.

The Agreement resulting from the award of this RFP will be for a not to exceed amount. The County will make payment within 45 days of receipt of a properly prepared invoice for services satisfactorily performed. The successful Proposer must submit an invoice monthly, in the timeframe described in Section 5, Clause 5.4.5.2. after the completion of services set forth in the scope of services. The amount invoiced must coincide with the amount proposed for each respective service.

### **SECTION 5 – Selection and Evaluation Criteria**

#### **5.1 Proposal Review Process**

The selection of all workforce development service providers will be made on a competitive basis. All submissions under this RFP must be responsive to all requirements in this RFP and received on time in order to be considered by the Lackawanna County WDB. The organization considered must possess the highest standards of integrity and business ethics. Awards will be made based on best overall value in regards to delivery of services within the Lackawanna County Workforce Development Area.

5.1.1 Rules that apply to the selection and award of contracts or services procured under this RFP include:

5.1.1.1 All proposals considered must be received on time and be responsive to the RFP.

5.1.1.2 Positive efforts shall be made to utilize small, minority and female owned or operated organizations in the provision of services. These efforts shall allow those sources maximum feasible opportunity to compete for contracts.

5.1.1.3 Awards of Contracts shall be made only to "Responsible Contractors" who have demonstrated competence and qualifications, including: a satisfactory record of past performance in conducting similar activities, contractor integrity and business ethics, fiscal accountability, financial and technical resources, and ability to meet the requirements of this RFP and the Commonwealth of Pennsylvania Department of Human Services EARN goals and guidelines.

#### **5.2 Proposal Evaluation Process**

Proposals will be evaluated against the following criteria:

5.2.1 All submitted proposals will be opened by the Lackawanna County Chief of Staff, or assigned designee(s). The initial screening of proposals will be performed by the Lackawanna County Chief of Staff, or designated staff, to ensure that submissions are responsive to this solicitation, conform to its requirements and are acceptable for full review. A standard initial screening instrument will be utilized. Any proposal not meeting all of the specified minimum standards will be considered non-responsive and will be given no further consideration. Proposals meeting all of the specified minimum standards will be forwarded to the Lackawanna County WDB Executive Director for disbursement to the WDB Procurement Review Sub-Committee for a full review and evaluation.

5.2.1.1 A proposal must meet the following minimum standards to be considered for funding. The proposal must:

5.2.1.1.1 Have been received by 12:00 P.M. on Thursday, April 27, 2017;

5.2.1.1.2 Include one (1) original and seven (7) additional complete copies and one (1) flash drive;

5.2.1.1.3 Be complete with all required signature forms (one original in blue ink and seven copies) by the proposer's authorized signatory authority;

5.2.1.1.4 Meet the proposal requirements contained in Sections 4 & 5;

5.2.1.1.5 Includes a Budget Form and line-item narrative description;

5.2.1.1.6 Contain most recent Audited Financial Statement;

5.2.1.1.7 Contain evidence of real or apparent conflict of interest, if applicable.

5.2.2 The Lackawanna County Procurement Review Sub-Committee will conduct a full review of all proposals meeting the minimum standards as forwarded by Lackawanna County WDB staff. The Committee will conduct both quantitative and qualitative reviews of each proposal and forward all results to Lackawanna County WDB staff for compilation.

The top three proposers based upon this quantitative review **may** be invited for oral presentations to the Lackawanna County WDB Executive Committee should questions arise during the review process.

The qualitative review will include detailed, annotated strengths and weaknesses. These qualitative review results and proposals will be distributed to the Lackawanna County WDB Executive Committee members for review and final award decision.

Each Lackawanna County WDB Procurement Review Sub-Committee member will use a ranking system to rate each proposal.

5.2.3 The Lackawanna County WDB Executive Committee, acting on behalf of the Lackawanna County WDB, will review Lackawanna County WDB Procurement Review Sub-Committee ranking review results, **may** hear oral presentations and address related questions to proposers, if necessary. Lackawanna County WDB staff will coordinate the Executive Committee's activities and provide input and technical assistance. The Lackawanna County WDB Executive Committee will review/evaluate the results of the Procurement Review Sub-Committee rankings; request further clarification, if warranted; and provide expertise in the selection of contractors. The Lackawanna County WDB Executive Committee will recommend contract award to the proposal receiving the highest number of total points based upon the aggregate scores. In case of a tie in total points, the highest scorer, based upon the Lackawanna County WDB Procurement Review Sub-Committee results, will be the proposal chosen.

### **5.3 Pricing and Cost Analysis**

6.3.1 The justification of qualitative and quantitative services within the following funding level:

a. July 1, 2017 – June 30, 2018                      Approximately \$300,000

5.3.2 The Proposer's plan for utilization of performance-based earned funds) please describe in detail).

5.3.2.1 In accordance with the EARN Program Policies and Procedures Manual, assurance that any/all performance-based earned funds awarded to the EARN provider must be reinvested into the EARN program.

5.3.3 The Proposer's process for the leveraging of funds, if applicable.

5.3.4 The Proposer's administrative ability to contract with Lackawanna County.

5.4.1.1 Ability (Resource Commitment) – The Proposer's ability to perform the required service expeditiously. The Proposer must have the resources to be capable of meeting a program completion schedule.

5.4.1.2 Competence (Qualifications of Personnel) – The Proposer's competence in performing the required service as indicated by the training, education and experience of the personnel assigned or to be assigned to the program team. The Proposer must have in their possession all appropriate and required certifications, permits, and licenses.

5.4.1.3 Past Performance – The Proposer's past performance on similar programs. If the County cannot verify references based on the information provided in the Proposal, the scoring for this criteria factor may be affected.

5.4.1.4 Quality and Feasibility (Technical & Organizational Approach) – The quality and feasibility of the Technical Proposal and the Proposer's understanding of the program's requirements and the overall goals and objectives of the program.

5.4.1.5 Proposal Content/Format – The Proposal's compliance with the content and format requirements of this RFP.

## BUDGET SHEET

*Complete the grant information below and the following budget pages. All budget sheets, including the supporting budget sheets, should be submitted with your proposal. An in-depth line-item narrative must accompany the budget form with an explanation of all costs by category.*

**Project Line Item Budget:                      Period July 1, 2017 – June 30, 2018                      \$300,000**

### **PROJECT LINE ITEM BUDGET:**

**Instructions:** Indicate planned project expenditures for the period listed above.

| Expense Item                           | Project Management Costs | Program Costs | Combined Total Expenditures |
|--|--------------------------|---------------|-----------------------------|
| Staff Salaries/Wages <sup>1</sup>      |                          |               |                             |
| Staff Fringe Benefits<br>% of Salaries |                          |               |                             |
| Total Salaries & Benefits              |                          |               |                             |
| Staff Travel                           |                          |               |                             |
| Communications                         |                          |               |                             |
| PA CareerLink® RSAB FTEs/PTEs          |                          |               |                             |
| Office Supplies                        |                          |               |                             |
| Consumable Program Supplies            |                          |               |                             |
| Other <sup>2</sup>                     |                          |               |                             |
| Other <sup>3</sup>                     |                          |               |                             |
| Total Expenditures                     |                          |               |                             |
| Percentage of Total Cost               | %                        | %             | 100%                        |

List any other expenses for the applicable program year period.

**Direct Client Services Cost List**

Projected In-House Skills Training Expenses: \$ \_\_\_\_\_

Projected Paid Work Experience Wages \$ \_\_\_\_\_

Projected Paid Work Experience Fringe Benefits \$ \_\_\_\_\_

Projected Subsidized Employment Wages \$ \_\_\_\_\_

Projected Individual Training Account Expenses \$ \_\_\_\_\_

Projected Supportive Services/Incentives Expenses \$ \_\_\_\_\_

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<sup>1</sup> Attach a list of staff positions and the number of Full-Time Equivalent staff assigned to and the respective salary budgeted for each position assigned to the project. Attach job descriptions for the budgeted positions.

<sup>2</sup> Attach a description of the types of expenses included in this item. Include the planned cost for each.

<sup>3</sup> Total of all direct client services costs as detailed below.

**Note:** Add to the above list any other type of expense(s) and the planned cost.

Transfer this overall value to the Project Line Item Budget under the category Other – Footnote #3.