



LACKAWANNA COUNTY WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS December 1, 2016 – June 30, 2018

TO PROVIDE

**Workforce Innovation and Opportunity Act (WIOA)
Title I Services for
Adult and Dislocated Worker Programs
For Lackawanna County, Pennsylvania**

Date Released: November 11, 2016

**Proposal Due Date/Time: November
21, 2016; 12:00 PM Noon**

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

IDENTIFIED: LACKAWANNA COUNTY WDB SERVICE PROPOSAL

Mandatory Requirements:

- 1. All proposals must be received by the above date, time and location. proposals will not be reviewed.**
- 2. The proposal (both narrative and fiscal sections) must be submitted with an original, signed hard copy plus seven additional complete copies and one copy submitted electronically via flash drive.**
- 3. The original must contain original signature in blue ink.**

Late

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Notice is hereby given that pursuant to a fair and open process, the Lackawanna County Workforce Development Board(WDB) is seeking proposals for the provision of services for Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker(DW) activities/services for the 19-month period of December 1, 2016, through June 30, 2018. Interested parties should request an application package through an email request to vturano@wiblackawanna.org. All materials will be forwarded electronically. Selection of a provider/providers will be at the sole discretion of the Lackawanna County WDB. A Bidders’ Conference will be conducted on Tuesday, November 15, 2016, from 10:00 A.M. to 10:45 A.M. for Adult/DW proposers and 10:45 A.M. to 11:30 A.M. for Youth proposers at the PA CareerLink® Lackawanna County, 135 Franklin Avenue, Scranton, PA 18503. Attendance at the Bidders’ Conference is recommended but not mandatory for submission of a proposal/proposals. Any/all questions regarding the RFPs must be submitted in writing to the email listed above by 12:00 Noon on November 14, 2016. No verbal questions will be accepted during the Bidders’ Conference. Sealed submissions should be forwarded, in accordance with directives specified in the RFPs, to Mr. Andrew Wallace, Lackawanna County Chief of Staff, 200 Adams Avenue, 6th Floor, Scranton, PA 18503, by 12:00 Noon, prevailing time, on Monday, November 21, 2016. Proposals will not be accepted after that date and time.

SECTION I: INTRODUCTION

I.1 Purpose of this Request for Proposals (RFP)

A. The purpose of this Request for Proposals (RFP) is to identify organizations with an innovative workforce development service vision and a high commitment to customer service that are interested in the planning, managing, operating, and implementing the delivery of Workforce Innovation and Opportunity Act (WIOA) Title I Adult and Dislocated Worker services and other special Department of Labor Programs (as determined by the Lackawanna County) through PA CareerLink® Lackawanna County One-Stop Workforce Center.

B. The Lackawanna County Workforce Development Board (WDB) may, at its option, add to any or all of the work elements listed in this RFP. An equitable adjustment would be negotiated for any work appropriately authorized and performed by the successful bidder.

I.2 Description of the Lackawanna County Workforce Region

A. The Lackawanna County WDB serves the Workforce Development Area NE 055 as a single-County entity located in Northeastern Pennsylvania as designated by the Governor of Pennsylvania to implement programs established by the Workforce Innovation and Opportunity Act. Covering an area of 465 square miles, Lackawanna County is considered primarily urban with rural pockets. Within its boundaries, two cities (Scranton; centralized and Carbondale; northern sector) are surrounded by 38 smaller boroughs and townships. Lackawanna County is contiguous to Luzerne, Monroe, Pike, Susquehanna, Wayne and Wyoming Counties.

B. The purpose of the Workforce Development Board as defined in Section 107 of the Workforce Innovation and Opportunity Act is to set policy for the portion of the statewide workforce investment system within the local area. The Lackawanna County WDB is comprised of members appointed by the Lackawanna County Board of Commissioners and function as key decision makers and project visionaries working with and through both standing (Executive; Youth Advocacy) and Ad-Hoc (Workforce Development, Procurement Review, Strategic Planning, Special Initiatives) Sub-Committees. The Lackawanna County WDB is responsible for the development, implementation and operation of the local operational plan and strategic plan, in addition to current workforce development activities in the local workforce area. Its establish **vision** is to serve as a conduit for information and communication among stakeholders, promoting economic growth through strategic investment and leveraging of resources to increase career advancement opportunities and the competitive advantage of businesses in Lackawanna County and all of Northeastern Pennsylvania and to promote the **mission** of a comprehensive and structurally sound workforce development system through human capital development, capacity building, and operational effectiveness. The Lackawanna County WDB further strives to achieve and/or surpass all required performance mandates as stipulated in Section 116 of the Workforce Innovation and Opportunity Act.

I.3 Lackawanna County Workforce Development Board Overview

A. The Lackawanna County Workforce Development (formerly Investment) Area was one of the 23 designated Workforce Investment Areas in the Commonwealth. Through its designation by the Governor of the Commonwealth, the Lackawanna County Workforce Development Board, provides leadership, guidance and policy for the Lackawanna County Workforce Development Area.

B. The Lackawanna County WDB also engages business, industry, education, economic development and community organizations to participate with the public workforce system to identify workforce challenges and develop strategies and solutions to address those challenges.

SECTION II: GENERAL INFORMATION

II.1. General Information

A. The initial funding period for the contract to be awarded as a result of this request is expected to be from December 1, 2016 through June 30, 2018. The initial contract period will be 7 months followed by one automatic 12-month contract extension (July 1, 2017, through June 30, 2018) based on satisfactory programmatic and fiscal performance. Based upon continued satisfactory performance during the initial 19-month contract period, the Board reserves the right to negotiate one additional one-year contract extension (July 1, 2018, through June 30, 2019) without further procurement. Contracts will be monitored for planned performance on a regular basis and may be amended or terminated if performance does not meet Lackawanna County WDB standards.

B. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; requirements which must be met in order to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposing contractor.

C. The programs and services and/or activities being solicited in this RFP are being sought under the competitive method of procurement, which follows government procurement rules. Solicitation via this RFP will ensure that the program training, services and/or activities funded by the Department of Labor and Industry are obtained efficiently and economically and to provide for complete, free, and open competition in the selection of contractor(s.)

D. Proposing contractors must provide projected service levels, a plan to achieve required performance levels, and a separate, line item budget for the initial 7-month period (December 1, 2016 through June 30, 2017). This information should be provided on the forms located in Section VI (Request for Proposal Packet/Forms) of this RFP.

E. The selected contractor(s) will be responsible for coordination, collaboration and leveraging funds with other contractors and/or agencies throughout County for which service is being offered to provide specific employment and educational program(s), services and/or activities that contribute to the client’s ability to reach self-sufficiency. These program(s), services and/or activities include but are not limited to assessment, testing, counseling, career guidance, education, training, job-development, and job retention. A comprehensive listing of the services is provided in Section III of this proposal.

F. Proposing contractors must indicate their capacity to link, both financial and programmatic resources, with other contractors and/or agencies in the region. This will enhance program(s), services and/or activities provided by contractors, as well as make the program(s), services and/or activities more cost effective.

G. The Lackawanna County WDB will award **one** contract for the comprehensive delivery of WIA Title I Adult and Dislocated Worker services through the PA CareerLink® Lackawanna County. Subcontracting of some services is allowed and encouraged to foster partnerships and improve the quality of services to customers. Should two or more organizations wish to submit a joint proposal, one entity must be selected and identified to contract with the Lackawanna County WDB while the remaining organizations may subcontract with the lead agency. Proposals must clearly identify the lead agency and partnering agencies and clearly define all intended sub contractual arrangements.

II.2. Available Funds

A. The total funding for planning purposes for the provision of Adult/DW services during the initial 7-month service period is approximately **\$175,000 for Adult services/\$350,000 for DW services** based on current year funding availability under the Workforce Innovation and Opportunity Act. Adult/DW funding allotments under subsequent periods will be negotiated based on the Lackawanna County WDB’s Program Year allocation.

B. All proposals must demonstrate the ability and define service provision to attain the following benchmarks as mandated by the Training and Employment Guidance Letter – TEG-3-15, July 1, 2105 A/DW Transition; Workforce System Guidance No. 06-2015, April 1, 2016; and Workforce System Policy No. 06-2015, April 7, 2016:

Program Year (PY)	% of allocation supporting training initiatives	% of training allocations that will be expended on individuals with barriers to employment*
2016	30%	50%
2017	40%	60%
2018 (each PY thereafter)	50%	70%

*Barriers to Employment may include, but are limited to: individuals with disabilities, basic skills deficient, lack of a high school diploma or GED, offender, pregnant and parenting youth, single parent, language barrier.

For the purposes of Adult/DW services, training is defined as the provision of Individual Training Accounts, On-The-Job-Training, Apprenticeships, and Customized activities to meet industry needs.

C. When completing the budget, the Proposer must distinguish between areas that are Assessment and Counseling (staffing services)-related vs. Direct Services.

D. At times other special Department of Labor programs become available and are awarded to the Lackawanna County WDB. Examples could include discretionary grants, regional partnering initiatives with contiguous workforce investment areas, or national emergency grants. The amount of any special Department of Labor Programs will vary. Should the Lackawanna County WDB choose to subcontract these through the Title I Adult and Dislocated Worker provider, the exact amount of contract award will be based on amounts negotiated with successful proposers. All costs must be reasonable and necessary to carry out the planned functions, allowable, and allocable to the proper grant/cost categories.

II.3. Qualifications of Proposers

A. Private and public, for-profit and not-for-profit agencies, Community-Based Organizations (CBOs), faith-based organizations or other entities are eligible to respond to this RFP. The Lackawanna County WDB is prohibited from awarding a contract to a party “excluded from Federal procurement or non-procurement programs” by the U.S. General Services Administration. The Lackawanna County WDB is prohibited from awarding a contract to any party debarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs in accordance with the DOL regulations at 29 CFR Part 98 or debarred by the Commonwealth of Pennsylvania.

B. Proposers are responsible for being familiar with applicable laws, rules and regulations and applying them in developing the RFP response. A copy of the Workforce Innovation and Opportunity Act (WIOA) and regulations may be found on the U.S. Department of Labor web page at <http://www.doleta.gov/wioa/>. Proposers are responsible for familiarizing themselves with the WIOA and its regulations, Commonwealth of PA WIINs, TEGs, the Lackawanna County WDB Strategic Plan (available on the PA CareerLink® Lackawanna County website at www.lackawannacountycareerlink.org) and any other applicable legislation and regulations necessary for the development and submittal of a response to this RFP. The Lackawanna County WDB will provide to all selected service providers the necessary orientation to and copies of Lackawanna County WDB policies and procedures.

C. Proposers must have demonstrated necessary technical competence, skills in management and administration, and professional experience within their organization to accomplish the proposed activities and services. Proposers must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with the ensuing contract. As a workforce development operator, one of the most important assets include quality staff that possess institutional knowledge and continuity to the needs of the overall program objectives and outcomes. The selected operator(s) are expected to

provide the leadership and supervision that embodies these requirements. Proposers selected will be required to assume full responsibility, including all risks and hazards, for all activities and services identified in the contract.

D. Approved proposers as a result of this RFP will be subject to periodic evaluation of their delivery system. Proposers may be asked to provide additional information at the time of this evaluation or at any other time.

E. The Lackawanna County WDB will accept joint proposals and/or subcontracting. A consortium or partnership of eligible proposers may submit a proposal; however, all partners must be eligible proposers with documented signatures attesting to their agreement to all terms of the proposal and any resulting contract, if awarded. Proposals from partnerships/consortia must clearly identify the lead agency, the fiscal agent, and the specific responsibilities of each partner. A copy of the partnership/consortium agreement must be submitted as part of the proposal. Proposers intending to subcontract any of the work to be performed under this award must disclose the subcontractor and all terms and conditions of the subcontract in the proposal document. The Lackawanna County WDB reserves the right to approve all subcontractors.

II.4. Governing and Provisions Limitations

Programs and activities solicited via this RFP are governed by the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128. The following governing provisions apply:

- The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services under WIOA. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the Lackawanna County WDB to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the Lackawanna County WDB.
- The Lackawanna County WDB reserves the right to accept or reject any or all proposals received and/or to cancel or reissue this RFP in part or its entirety.
- The Lackawanna County WDB reserves the right to award a contract for any item/services solicited via this RFP in any quantity the Lackawanna County WDB determines is in its best interest.
- The Lackawanna County WDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary. The Lackawanna County WDB will provide notifications of such changes to all proposers recorded in the Lackawanna County WDB's official record as having received or requested an RFP.
- The Lackawanna County WDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the local Workforce Development Area.
- The Lackawanna County WDB reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to

request additional information from any and all proposers.

- The Lackawanna County WDB also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur prior to or subsequent to the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The Lackawanna County WDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received or due to legislative changes or failure by the proposer to meet contracted performance standards, as charted on page 20 of this RFP, or re-negotiated based on future changes.
- Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the Lackawanna County WDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. Proposers who approach Lackawanna County WDB members or staff following the Proposers Conference will be disqualified.
- No employee, officer, or agent of the Lackawanna County WDB shall participate in the selection, award, or administration of a contract supported by public funds if a conflict of interest, or potential conflict, would be involved.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise use of substantial portions of the work product and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
- A contract with the selected provider may be withheld, at Lackawanna County WDB's sole discretion, if issues of contract or questions of non-compliance with any program under the contract, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. During the time awaiting resolution of such issues, the Lackawanna County WDB may impose financial sanctions and/or other measures in accordance with the contract. The Lackawanna County WDB may withdraw the award of the contract if resolution is not satisfactory to the Lackawanna County WDB.

II.5. Procurement Standards

A. Services solicited under this RFP shall be procured under a competitive negotiations method of procurement, via the Lackawanna County Code, Article XVIII, process described in Section IV of this RFP. The Lackawanna County WDB's intention is to negotiate contracts with successful proposers. The resulting contract will establish a subcontractor relationship with the both the County of Lackawanna, as Fiscal Agent for the WDB, and the Lackawanna County WDB for the purposes of fiscal, administrative, and programmatic responsibilities.

B. Procurement of goods and services under Federal assistance programs shall be in

compliance with appropriate OMB Circulars, and the provisions of applicable Federal Law or Executive Orders, as well as State and local (County of Lackawanna) policies governing procurement. Solicitation via this RFP will ensure that services are obtained efficiently and economically and provide for complete, free, and open competition in the selection of service providers.

C. Solicitation and selection of proposals must conform to relevant State and Federal laws and regulations and local policies governing the procurement of supplies, equipment and services. Proposers are responsible for familiarizing themselves with these laws and regulations.

D. To ensure compliance with the Lackawanna County Code, Article XVIII, Section 1802(b), this RFP will be published in the Scranton Times/Tribune 2 time at intervals of not less than 3 days and 10 days prior to the date fixed for the opening of the bids. Additionally, in compliance with Section 1802(c), all proposals must be submitted in sealed envelopes addressed to Mr. Andrew Wallace, Chief of Staff, Lackawanna County, 200 Adams Avenue 6th Floor, Scranton, PA 18503.

II.6. Bidders Conference

A. A Bidders Conference regarding this RFP will be conducted on Tuesday, November 15, 2016 from 10:00 AM to 10:45 AM at the PA CareerLink® Lackawanna County, 135 Franklin Avenue, Scranton, PA 18503. The meeting is to review the proposal packet, to provide an opportunity for the Lackawanna County WDB to explain the background of the RFP, to emphasize portions of the RFP that are considered especially important including expectations for respondents, evaluation criteria and contracting process, and to answer questions posed by potential bidders.

B. Questions emailed to vturano@wiblackawanna.org by 12:00 noon on November 14, 2016 at the Lackawanna County WDB office will be answered at the Bidders Conference to the extent that time permits or answered in written brief to be forwarded to all conference attendees following the Bidders Conference. A brief amount of time will also be set-aside during the Bidders Conference for additional questions to be submitted in writing. Every effort will be made at the Bidders Conference to answer written questions submitted that day; however, all questions will be answered in writing as described above. All answers provided during the Bidders Conference will not be final until they appear in writing.

C. The Bidders Conference is for information only and attendance is not mandatory. A written summary of all questions posed, and the responses to them, will be made available to any interested party through an email request to Virginia Turano, Lackawanna County WDB Director at vturano@wiblackawanna.org.

II.7. Procurement Process Timeline

A. The following is the timeline guide for the procurement of services and activities for the period commencing December 1, 2016 through June 30, 2018.

Public Notification & RFP Issue Date	November 11, 2016 & November 15, 2016
Pre-Proposal Conference	November 15, 2016
Proposals Due Date/Time	November 21, 2016; 12:00 P.M. Noon
Procurement Review Committee Mtg. to Review and Select Bidders	Tentative – November 22-23, 2016
Committee Approval of Recommendations	Tentative – November 28, 2016
WDB Executive Approval	Tentative – November 29, 2016
Notification of Awards	Tentative – November 30, 2016
Programs Transition Start Date	December 1, 2016

II.8. Proposal Submission

A. To be considered, complete proposals must be submitted as follows: One original with signatures in blue ink, plus 7 copies and one full copy (narrative and all attachments) electronically via flash drive must be received no later than 12:00 P.M. on November 21, 2016.

B. A log will be maintained indicating the name and address of contractor(s) submitting proposals. The date and time of receipt will be recorded on the log.

C. Late proposals will not be considered.

D. Sealed proposals must be received at the following address in order to be considered:

**Mr. Andrew Wallace
Lackawanna County Chief of Staff
200 Adams Avenue 6th Floor
Scranton, PA 18503**

E. Cost and price information indicated in proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted with the proposal and the proposal itself will become the property of the Lackawanna County WDB and not returned. Proposals submitted to the Lackawanna County WDB will be reviewed and evaluated by the Procurement Review Sub-Committee of the Lackawanna County WDB with recommendations forwarded to the Lackawanna County WDB Executive Committee for final approval. The Lackawanna County WDB reserves the right to use any or all ideas presented in response to the RFP. Selection or rejection does not affect this right.

F. The Lackawanna County WDB may request an oral presentation from any or all bidders based on the Procurement Review Subcommittee’s review of the RFP pursuant to the selection and evaluation Criteria.

II.9. Disclaimer

A response to this RFP does not commit the Lackawanna County WDB to purchase any agreement or contract or to pay any costs incurred in the preparation of such response.

II.10. Proposal Format

A. Proposals **must** be submitted in the designated format to ensure conformity during the evaluation process. Failure to abide by this policy may result in the rejection of your proposal. The proposal must follow the directions in Section III, Specific Instructions.

B. Proposals should be prepared simply and economically, providing a straightforward, concise description of the proposing contractor(s) ability to meet the requirements of the RFP. All proposals must be typed. Elaborate brochures, expensive paper, binders, and page dividers and the like are neither necessary, nor wanted. Completeness, legibility and clarity are essential.

C. To be considered, proposing contractor(s) must submit a complete proposal, and respond fully to all requirements. **Failure to submit a complete proposal and/or respond fully to all requirements may cause the entire proposal to be rejected.**

D. Format: Proposals must be typed; double spaced, and must be submitted on 8 ½ by 11-inch plain white paper with margins no smaller than one inch. Font size should be no smaller than twelve (12) point. Each page of the proposal, with the exception of the cover sheet, should be numbered. The order of submission is provided in Section III of this RFP.

E. Page Limit: The proposal narrative must not exceed 30 pages, excluding the Cover Page, Proposal Response Checklist, Attachments or Appendices. Reviewers will be prohibited from reading and evaluating information provided in pages that exceed the stated length.

F. Number of Copies: One complete original, with signature in blue ink, of the authorized signatory, plus seven (7) copies. Any proposal lacking sufficient copies may be considered non-responsive. Completeness of all copies is the sole responsibility of the proposer.

G. Contact Information: Proposers will be required to provide contact information for the individual(s) who can respond to questions regarding the proposal. The contact person should be the individual(s) who are knowledgeable of the proposal and who are authorized to provide information on behalf of the proposer.

H. Proposal Narrative: All information required to develop the proposal narrative is contained in Section III of this RFP.

SECTION III: SPECIFIC INSTRUCTIONS

III.1 Required Proposal Contents

A. Proposals must include the following information on the **required proposal forms** in Section VI known as Request for Proposal Packet/Forms of this RFP. For items that do not apply to your proposed program training, service and/or activity, please write "N/A" along with a full explanation in the appropriate space in Section VI of this RFP.

III.2. Proposal Checklist/Items

- A.**
1. Proposal Cover Page
 2. Proposal Response Checklist
 3. Executive Summary
 4. Organizational Capacity
 5. Past Performance
 6. Program/Service Design
 7. Program/Service Delivery
 8. Staffing Plan
 9. Fiscal Capability
 10. References
 11. Attachments

All forms necessary for inclusion in the proposal are included in the Attachments section of this RFP on pages 22 & 23. The proposal should be clearly organized into the following sections:

B. Narrative items

Proposal Cover Page (Included as *Attachment A* to this RFP)

Proposal Response Checklist (Included as Attachment B to this RFP)

Executive Summary (maximum 2 pages)

Include an executive summary that highlights and substantiates to the Board the advantages of contracting with the bidder and focuses on the return on the investment of WIOA Title I Adult and Dislocated Worker funding.

Organizational Capacity (maximum 2 page)

Include a description of your organization that includes the following:

- type, size, and organizational structure. Indicate, if appropriate, whether your organization is a small or minority-owned business.
- Listing of your Board of Directors and Chief Officers (as attachment).
- Mission and philosophy as it relates to the operation of the programs listed in the RFP.
- Past history and experience in providing workforce development services to job seekers and employers.

Past Performance, If Applicable (maximum 1 page)

Provide a summary of your organization's previous performance data, if applicable, related to WIOA or other workforce-related development programs and services, including the following:

- Description of specific experience with the target population and the delivery of similar services that demonstrates your capability to carry out the proposed programs.
- Previous performance outcomes on any WIA, WIOA, or other workforce development-related programs. Include the types of services and numbers served, number and type of positive outcomes/results achieved, number and rate of successful completions, budgets and expenditures, as well as other verifiable data, which may reflect your demonstrated performance.

Program/Service Design

Proposal contents should be based upon the programs and services listed below, understanding that this list outlines the minimum program and service requirements which must be addressed. Proposers are encouraged to include additional activities within their proposals that meet the needs of job seeker and local employers. Heavy emphasis will be placed on proposals that demonstrate an in-depth understanding of customer needs, both jobs seekers and employers, and service gaps.

At times, other special Department of Labor programs become available and are awarded to the Lackawanna County WDB. Examples may include discretionary grants, regional partnering initiatives with contiguous workforce investment areas, or national emergency grants. The amounts of these special Department of Labor Programs will vary, however, based on experience these funds generally add to the funds available for employer and job seekers-based services such as On-the-Job Training and Individual Training Accounts. On a case-by-case basis, given the requirements and amounts of these funds, the Lackawanna County WDB may consider adding resources to the Operator(s) contract but generally do not expect to do so.

a. WIOA Adult/Dislocated Worker Activity Design (maximum 8 pages)

All proposals must specifically address the capability to provide/coordinate the following services. Please address each section by number/name in narrative form.

1. *Enrollment onto the PA CareerLink® Comprehensive Workforce Development System (CWDS) System*

Describe any knowledge in the provision of instructional assistance to be provided to customers in CWDS enrollment.

2. *WIOA Eligibility Determination/Intake*

An individual must be 18 years of age or older in order to be eligible to receive

services in Adult and Dislocated Worker programs. An individual must meet specific criteria to be eligible for the adult and dislocated worker programs as defined in *Attachment G* to this RFP. This includes secure compilation, documentation and maintenance of specific funding stream eligibility for all enrolled participants. [Discuss your ability to comply with this requirement.](#)

3. *Customer Assessment*

All potential WIOA customers must be assessed through usage of the WorkKeys®/WIN (Worldwide Interactive Network) which has been approved for usage by the local WDB. Proposer's staff must have capability to utilize the computerized testing system. If needed, an instructional webinar may be provided for staff training purpose. [Please discuss the qualifications of the individual\(s\) that will be assigned to proctor/administer testing.](#)

4. *Initial Assessment of Skill Levels, Aptitude, Abilities, and Supportive Services*

All WIOA customers must be assessed through utilization of an Individual Employment Plan (IEP) that is provided by the WDB. This assessment identifies the strengths and weaknesses of each participant including skill levels, literacy needs that include computer competency, work experience, barriers to employment, various supportive service needs and a plan of action. The IEP is an on-going strategy jointly developed by the customer and the Case Manager documenting the appropriate combination of services needed for the participant to achieve employment goals. [Discuss case management approach.](#)

5. *Consistent File Design and Management*

The Lackawanna County WDB desires a consistent file design and management. Experience based on participant and industry skill requirements as well as monitoring and evaluation guidelines require a consistent application of files and programs. Contractor will be required to adhere to Lackawanna County WDB requirements for file management. [Please describe any experience in file development, organization, file monitoring, and compliance with federal/state mandates.](#)

6. *Provision of/linkage to the following services:*

➤ Individual Training Accounts

WIOA Title I Occupational Skills Training Level Services for Adult and Dislocated Workers are accessed through an Individual Training Account (ITA). Once a job seeking adult or dislocated worker is determined suitable for WIOA training services, the customer may select (customer choice) an appropriate training provider from a Statewide Eligible Training Provider List. The Case Manager determines suitability, and is responsible for the assurance that the request adheres to the regulations and guidelines to access Occupational Skills Training Services. The Case Manager prepares and submits an ITA request to the Title I Provider of Services Manager on behalf of the customer. The minimum criteria for an individual to access Occupational Skill Training Level Services includes:

- The individual meets the regulatory guidelines relative to suitability and

is unable to obtain or retain employment in accordance with the local area's Priority of Service Policy – see Attachment H.

- The individual has been unsuccessful in obtaining employment and is determined to be in need of training and has the skills and qualifications to successfully participate in the selected training as identified within the customer's IEP. The case file must contain documentation of need as identified in the IEP.

- The training program selected by the customer appears on the statewide Eligible Training Provider List and must be directly linked to employment opportunities within the local area as contained on the Occupational Demand List for the Lackawanna County Workforce Development Area.

- . Please describe your anticipated process design for acquisition of ITAs for customers.

- On-The-Job Training (OJT)

WIOA Title I allows for coordination with business and industry through provision of On-The-Job Training (OJT) contracting. OJT occurs over a specific time frame based on the gap in skills between the customer and the prospective employer's job qualifications. A training plan must be established as part of the OJT Contract that identifies the skills and amount of time needed per skill. Provider staff must have the capability to utilize an electronic (TORQworks) program that defines skill gaps. Discuss capability of proposer to engage business, industry, or other employer for the purposes of OJT-related services.

- Case Management

Case Management services include but are not limited to: development, update, and modification of the Individualized Employment Plan (IEP) including monitoring the progress of the customer in attaining the vocational goals consistent with information obtained from the customer's preliminary assessment. Additional Case Management services include customer tracking and follow-up in accordance with mandated regulations and guidelines under the Workforce Innovation and Opportunity Act. Case Management services are delivered by Case Managers who are responsible for the guidance, direction, facilitation and referral of services for all WIOA participants in the attainment of their identified vocational goal including job development and placement activities. Case Managers must document all activity in the required system of record (Comprehensive Workforce Development System) as well as participant case files at a minimum of monthly intervals. It is anticipated that more frequent documentation may be needed. The Case Manager serves as the primary point of customer contact for WIOA Title I services. Discuss your planned case management structure and service provision processes.

- Individualized Counseling and Career Planning

One-on-one sessions to assist individual participants in resolving barriers to employment in the attainment of an identified vocational goal. Describe anticipated structure.

- General Education Diploma (GED) Linked with Occupational Skills Training

WIOA allows for the provision of GED instruction/testing support if linked with a work-based learning plan. Describe plan of action for the provision of GED services or describe process to access community linkages. In either case, provide a mechanism to accomplish this service.

➤ Job Referral/Development Services

Describe the process which will be utilized to assist participants in job searching, referral, and development.

➤ Mentoring and Job Coaching

Describe process that will be implemented to ensure that participants are receiving support and guidance needed to successfully attain employment goals and retain employment upon job placement.

➤ Follow-Up

Method to be utilized for follow-up activities to ensure the attainment of mandated performance requirements based on the local area's negotiated WIOA performance levels. This must include a process to ensure retention of participants in employment.

Please detail your delivery of the above services.

7. Processing Supportive Service

Supportive Services are provided to individual adults and dislocated workers who are participating in training activities who are unable to obtain supportive services through other programs that provide such services. Supportive Services may only be provided when they are necessary to enable individuals to participate in Title I activities. Supportive Services must be tracked and indicated within the customer's IEP. Case Managers/contractor staff are responsible for the suitability determination, customer tracking, and processing of Supportive Service invoices to the Lackawanna County WDB for approval and subsequent forwarding to the local Fiscal Agent for payment. The Lackawanna County WDB has an approved Supportive Service Policy that will be provided to approved contractor. Provide a statement assuring your compliance with this requirement.

8. Management of Staff

The contractor will be required to provide supervisory staff to oversee assigned WIOA Title I Adult/DW line staff to ensure coordination of project within the overall design of the PA CareerLink® system, the rules and regulations outlined in the WIOA of 2014, and local Lackawanna County WDB established policies. Provide a flow chart of anticipated staffing as an attachment to the proposal.

b. PA CareerLink One-Stop System Incorporation Design (maximum 7 pages)

The following activities/services pertain to integration within the PA CareerLink® Lackawanna County One-Stop operations system. Please provide a brief description of your capability to participate in the activities, by number and name.

1. *Staffing the Career Resource Room at the local PA CareerLink® Site*

All awarded contracted partners will be required to provide supplemental availability of knowledgeable, computer-literate, and customer friendly staff for the purpose of offering professional assistance in varied job searching activities.

[Confirm your commitment to comply with this requirement.](#)

2. *Outreach and Intake, including orientation to information and services available through the PA CareerLink® System*

Services provided to all customers within the community in an assisted or self-assisted manner that may include worker profiling and information concerning re-employment services. This may also involve conducting presentation to professional and community organizations/business and/or participating in local/regional job fairs and events. [Discuss any experience related to this activity.](#)

3. *Provision of information regarding:*

➤ Employment Statistics and Labor Market

Accurate information relating to local, regional and national labor market areas, consisting of job listings, necessary job skills, and local demand/high priority sector data, earnings, and skill requirements.

➤ Local and Regional Training Opportunities

Program cost information on eligible providers of training that can assist in the development of long-range employment goals.

➤ Availability of supportive services

A menu of services available in the local area that describes the “what and where” for acquisition.

➤ Filing claims for Unemployment Compensation

At minimum information regarding the filing of a claim available through automated telephone systems available at the PA CareerLink® Lackawanna County.

➤ Civil Service Testing Information

Direction of customers to appropriate applications sites and assistance in identifying and applying for announced positions.

Training will be provided by Pa CareerLink® management staff in these areas. [Confirm your commitment to comply with this requirement.](#)

4. *Participation in Rapid Response Activities*

Can include presentations at informational sessions, notification of mass layoffs, and co-ordination of services to displaced workers. Such activities can occur at the PA CareerLink® One-Stop Center, at affiliated sites, at specified centers, or on-site at a particular employer or industry with Rapid Response co-ordination of service personnel. [Confirm your commitment to comply with this requirement.](#)

5. *Job referrals, including job matching through the PA CareerLink® System*

Co-ordinate through all partners within the PA CareerLink® System. This is a required component of staff activities within the PA CareerLink® Lackawanna County in

cooperation with other partners. Confirm your commitment to comply with this requirement.

6. Referrals to other agencies and other appropriate agencies/services

A pool of information will be available to each client on other agencies available in the community, and the type of programs and services offered, as well as eligibility for services. Explain how a relationship with those agencies will be developed to facilitate appropriate referrals of clients.

7. Conducting “How To” group sessions and workshops

- Marketing Yourself
- Career Decision-Making (sector priorities)
- Resume Writing
- Interviewing Skills
- How To Apply for Government Jobs (State and Federal Civil Service)
- O*NET Interest Inventories
- Entrepreneurial Ventures
- Utilizing JobGateway® To Optimize A Job Search
- Other career development topics as appropriate

Discuss proposer’s requirements for employing staff with credentials (verbal communication skills) that will support the above.

8. Triage

Any first-time customer to the PA CareerLink® Lackawanna County is strongly encouraged to participate in a one-on-one session with site personnel for the purpose of receiving an overall orientation to all PA CareerLink® services. Partner staff are required to assume a role in providing this service. Explain how the proposer’s staff will become integrated within the One-Stop system to ensure quality service provision.

9. Employment Coordination Service

This service is targeted to individuals that are “employment ready” and is a customized approach for bridging local employment opportunities with a job seeker and their existing skills. “Employment Ready” can be broadly defined as an individual who has marketable/transferable skills and abilities, educational credentials, appropriate soft skills, verifiable work history, etc., as documented in the CWDS system of record following a one-on-one interview. Discuss proposer’s requirements for employing staff that will support the above.

10. Business Services Team (BST) Representation

The BST is an integral part of the local One-Stop’s system of outreach to the business community in Lackawanna County. The BST is comprised of members from PA CareerLink® partner staff as well as community organizations who collaborate to promote the local PA CareerLink® site and provide individualized services (i.e. providing labor market information, prevailing wage rates within/across occupational categories, Industry Partnership information, posting job orders on CWDS). The BST

also serves to align employer relations across partners including, but not necessarily limited to:

- Acting as an ambassador and concierge to the business community including establishing relationships with Chambers of Commerce, Economic Development and other business/professional-oriented groups.
- Development and distribution of collateral outreach materials, both electronic and paper, in collaboration with the PA CareerLink® Site Administrator, PA CareerLink® partners and Lackawanna County WDB policies.
- Providing business- focused services through employer contact, employer services, and employer feedback.
- Assist with the development of long term employer relations, generating new and recurring job openings, including those generated through serving the incumbent workforce, and support of employer services through CWDS and other appropriate support.
- Discussion of incentives (i.e, On-The-Job Training reimbursements).

An approved contractor will be required to assign at least one staff person to the BST. Any proposing entity should provide assurance that this requirement is understood and that one or more staff will be assigned to the BST.

11. PA CareerLink® Site Reception Area Backup Support

Contractor may be required to assign staff on a temporary basis to the PA CareerLink® Lackawanna County reception desk. Proposal should contain a statement accepting adherence to this requirement.

Program Service/Delivery (maximum 3 pages)

The effective and efficient delivery of services described in the previous section requires an in-depth understanding of WIOA Title I eligibility requirements as well as Lackawanna County WDB policies, procedures, expectations, performance requirements, and outcome predictions. It requires the contractor to have the necessary tools, processes, and procedures in place to successfully deliver services effectively to ensure success. The proposal must contain a statement of assurance that the awarded contractor agrees to adhere to all of the following:

- All WIOA of 2014 rules, regulations, mandates, requirements, etc.;
- All established WDB policies and procedures;
- All established internal customer (both job seeker and employer) flow policies;
- Seamless Integration and Coordination among partners;
- Effective utilization of community resources; and
- Coordination of successful service delivery.

Further, the awarded contractor must possess the technological capabilities to effectively and efficiently utilize a fully integrated computerized customer tracking and case management system essential to the operation of WIOA Title I programs. Describe your organizations technological capabilities, including the following (address each bullet):

- Overall technical description of your organization, including the type and number of computers (usage of current hardware/equipment may be discussed), specific software used, and other technological capacities;
- Computerized system used for tracking customers and case management of WIOA Title I Adult and Dislocated Worker participants;
- Type of computerized accounting/financial management system for tracking and billing purposes;
- Integration of technology and computerized systems into your organizations' day-to-day activities;
- Ability to generate fiscal and programmatic data and summary reports from your organization's computerized systems (including monthly and quarterly reports); and
- Identification of technical support provider with costs detailed in the budget.

Each local WIOA designated workforce area is bound by negotiated performance requirements. The following chart provides the current negotiated levels for the Adult and Dislocated Worker (DW) funding streams for the Lackawanna County WDA.

Performance Measure	Current Negotiated Rate
Adult Entered Employment Rate	80%
Adult Employment Retention Rate	85%
Adult 6-Month Average Earnings	\$14,700
DW Entered Employment Rate	88%
DW Employment Retention Rate	91%
DW 6-Month Average Earnings	\$15,500

Please note: this criteria has been met for the past 3-year period. Also, these categories have changed due to the implementation of the WIOA of 2014 that adjusts the definitions of the current categories and adds two additional measures: credential rate and measurable skills gain per category. Final negotiations will be provided by time of contract award.

To ensure program compliance and performance, an effective management system must have a process that verifies progress in attaining established performance objectives.

Describe the following relating to performance measurements:

- Demonstrated commitment to achieving and surpassing all mandated performance measures.
- Identification of any additional performance indicators to measure program impacts and evaluate success.
- Evaluation methods for tracking and ensuring that performance measures are met.
- Internal systems to identify operational problems, deal with staff and/or customer complaints, and take appropriate corrective action to improve performance issues as necessary.

The successful contractor (or an additional subcontract awards) will be monitored by a WDB Independent Monitor for the purposes of ensuring that all program activity is conducted in accordance with WIOA of 2014 mandates, Commonwealth of PA directives, and local WDB policies, procedures, requirements, etc. Monitoring will review contract activity, focus on the issues of achieving participant service objectives and operational effectiveness, as well as fiscal and program compliance. Monitoring will identify strengths and weaknesses of contracted/subcontracted services and propose corrective action for improvement. [Include a statement of assurance that the contractor will comply with any/all WDB monitoring procedures.](#)

1. Staffing Plan (maximum 3 pages)

Adequate staffing and a strong management structure to support the delivery of WIOA Title I Adult and Dislocated Worker programs and services are critical. [Describe your organization's staffing plan, including information regarding the following \(address each bullet\):](#)

- Plan to partially fund the staffing of a shared PA CareerLink® receptionist/greeter, assess their immediate needs, and refer them to the appropriate PA CareerLink® partner for assistance.
- A full time dedicated on-site supervisor/manager must be available during business hours for Title I services awarded under this RFP.
- As previously stated, any awarded contractor must dedicate a staff person(s) as a member of the PA CareerLink® Business Services Team.
- Proposed staffing structure and relevant qualifications of key management and line staff to perform the proposed services including your proposed lines of authority and responsibility. [A staffing flow chart should be included as an attachment to the proposal.](#)
- Job descriptions of all assigned staff, including the minimum qualifications. [If you currently have staff who will be assigned, please enclose a resume for each and indicate to which position that staff will be assigned.](#)
- All experience, education, quality measures, and training that would substantiate the quality and integrity of the services you will offer.
- Any established training plan(s) for staff professional development.
- Proposals to become a provider must include the following:
 - 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 give first consideration in employment to current employees who may be displaced as a result of this procurement.
 - Transition activities for WIOA Title I services should occur during the months of October and November, 2016. Transition activities include but are not limited to: development of client and provider records, uninterrupted continuation of client service, and the completion of a transition plan. It is expected by the Board that the parties involved will work together to ensure that programs and services to customers are not impacted.

- **Discuss the proposer’s transition plan.** Please be sure to address the following in the proposal itself:
 - Commitment to accomplishing a thorough and smooth transition.
 - Plan for notifying clients, providers, on-site partner agencies, and other community organizations about changes in the contractor.
 - Strategy for work in cooperation with the current contractor and other Board contractors to ensure that the communication is thorough, avoids duplication, and is coordinated.
 - Plan for providing continuous service to clients.
 - Strategy for recruiting staff and negotiating salaries and benefits.

2. Fiscal Capability (maximum 3 pages)

A proper fiscal management system is another essential component of the successful operation of WIOA Title I programs and service. **Describe your organization’s fiscal capabilities, including the following:**

- Fiscal management system, including cash management and accrual system, financial capacity, and knowledge.
- Payroll, leave and travel policies, and how related documents and records are maintained
- Internal fiscal monitoring systems and techniques to measure performance and costs against planned goals to ensure that there are no disallowed costs.
- Details of other sources of funding your organization receives and the percentages of the total organizational budget that those sources represent.
- Financial staff assigned to these programs.
- Methods to address any disallowed costs that may be identified by the Lackawanna County WDB, state or federal monitors, or auditors.
- Methods for tracking encumbrances and expenditures.
- Disclosure of any potential liabilities that might affect the ability to perform a contract, if awarded. These liabilities may include, but are not limited to, delinquent federal, state, city or county taxes; lawsuits of any kind; or audit exceptions and sanctions imposed. Please state whether there are any liabilities or not and, if so, what the circumstances are.
- Financial management system description and a demonstrated ability to comply with applicable OMB Circulars, FAR, and WIOA Regulations

3. Reference (maximum 1 page)

The Respondent should **include a minimum of one professional reference** involved in One-Stop activities. The references must include organization name, point of contact, contact information, and a brief description of the relationship with the Respondent.

4. Attachments

All proposals **MUST include** the following attachments:

- Cover Page (included as *Attachment A* to this RFP)
- Checklist (included as *Attachment B* to this RFP)

- Lackawanna County WDB General Provisions Acknowledgement (included as *Attachment D* to this RFP) for the proposer and all partners/subcontractors signed by the proposer's and all partners'/subcontractors' authorized signatory authorities. This individual should typically be the Director, President or Chief Executive Officer of the organization or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the proposer's organization.
- Staffing Flow Chart
- Job Descriptions
- List of Organization's Board of Directors
- Certification Letter (described in Section V.8.C)
- Statement of Financial Viability (described in Section V.8.E)
- Cost Allocation Plan (CAP) (as described in Section V.8.3.B)
- Budget Form with Line-Item Breakdown and Narrative Back-up
- Audited Financial Statement

III-3. Financial Items

A. Payment Schedule

- Provide a proposed quarterly payment schedule indicating the desired payment schedule.
- Provide a narrative for rationale for the schedule.

B. Project Line Item Budget

- Submit line item budget and narrative for all costs associated with this project.
- Complete additional pages as necessary listing staff positions.
- Lackawanna County WDB will complete negotiations upon award of contract.
- Provide a budget narrative clarifying each line item listed.

C. Leveraged Matching Funds

- List all funds that may be leveraged.
- Describe the impact and usage of these funds on the program including the additions and enhancements these funds may provide the program.

Note that no costs or budget figures are permitted to be included in the narrative.

SECTION IV: SELECTION AND EVALUATION CRITERIA

IV.1. Selection and Evaluation

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 to result in the most advantageous alternative to the Lackawanna County WDB and the customers of the local PA CareerLink® System.

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

- All proposals considered must be received on time and be responsive to the RFP.
- 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.
- Awards of Contracts shall be made only to “Responsible Contractors” who have demonstrated competence and qualifications, including: a satisfactory record of past performance, contractor integrity and business ethics, fiscal accountability, financial and technical resources, and ability to meet the requirements of this RFP, the WIOA, and Commonwealth of Pennsylvania Unified Plan goals and guidelines.
- Providers not complying with Section 504 of the Rehabilitation Act of 1973 and the Federal Drug-Free Workplace Act of 1988, and those not prepared to comply with the Americans with Disabilities Act shall not be awarded a contract.
- Proposers are expected to comply with all federal, state and local employment laws including the Naturalization and Immigration Act of 1986, which establishes eligibility to work in the United States.

IV-2. The Lackawanna County WDB has defined a fair and objective system for the evaluation of proposals and award of contracts under this solicitation. The quantitative and qualitative evaluation of responses will be conducted as follows:

Phase I – Lackawanna County Chief of Staff Review

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.

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

- a. Have been received by 12:00 P.M. noon on Monday, November 21, 2016;
- b. Include one (1) original and seven (7) additional complete copies and one electronic copy via flash drive;
- c. Be complete with all required signature forms signed in blue ink (one original and seven copies) by the proposer’s and all partners’/subcontractors’ authorized signatory authorities;

- d. Be submitted by an eligible proposer as described in Section 11.3.A, Qualifications for Proposers
- e. Meet the proposal requirements contained in Section III, Specific Instructions
- f. Includes a signed copy of Acknowledgement of General Provisions for the contractor and all subcontracted partners, if applicable;
- g. Includes a Budget Form, line item budget and narrative description;
- h. Contain most recent Audited Financial Statement;
- i. Contain evidence of real or apparent conflict of interest, if applicable.

Phase II – Lackawanna County WDB Procurement Review Sub-Committee Review

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 for the top three proposers (as determined by the quantitative review) 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.

Phase III – Lackawanna County WDB Executive Committee Review

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.

SECTION V: GENERAL CONTRACT REQUIREMENTS/QUALITY ASSURANCE REQUIREMENTS

V.1 Contractual Requirements:

- A.** List of the Organization’s Board of Directors.

- B.** All Lackawanna County grantees/contractors secured from this Request, are considered to be sub-recipients as defined in OMB Circular A-133. The Lackawanna County WDB may refer to the agreement between itself and the service organization as a “grant” or “contract”, although it will be understood to be a sub-grant for services, and all federal or state requirements applicable to the Lackawanna County WDB will also apply to any/all Lackawanna County WDB sub-recipients. The Lackawanna County WDB utilizes the County of Lackawanna, PA, as its Fiscal Agent, through which all funds will flow.

- C.** Successful Proposers must have the technical competence, expertise in management and administration, professional staff, and administrative and fiscal management systems to accomplish the goals and objectives stated in this RFP and meet high standards of public service and fiduciary responsibility. Proposers may be a partnership or consortium, but details of which member organization has fiscal responsibilities for any resulting contract and how any such partnership or consortium will operate must be worked out in advance, in writing, and included in the response to this RFP.

- D.** Any subcontracting must be specified in the proposal narrative and approved by the Lackawanna county WDB prior to any contract execution. All procurement standards that apply to sub-recipients must be followed by any sub-contractors.

V.2 Contract Administration

Each proposer must name a responsible person within the proposing organization as Contract Liaison. This individual should be familiar with capabilities of the proposing organization, knowledgeable in contracting, including financial budgets, and have the authority to negotiate contractual issues on behalf of the proposer.

V.3 Legislative Authority

The governing laws for WIOA programs and other applicable legislation can be accessed via the Internet. Some of the information is available at the following addresses:

1. Workforce Innovation and Opportunity Act:
<http://www.doleta.gov/usworkforce/wioa/>
2. USDOL (CFR & OMB CIRCULARS) - <http://www.whitehouse.gov/omb/circulars/>
3. USDOL-ETA - www.doleta.gov

This is not to be construed as an exhaustive list or only source of information. This is provided for the convenience of the Proposer and does not negate the requirements of any applicable

sections of this Request for Proposal.

V.4 Applicable Statutes, Rules and Regulations

A. The Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, governs programs and activities solicited via this RFP.

B. Lackawanna Count WDB Sub-recipients must comply with cost principles and administrative requirements set out in *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Super Circular), Federal Register Publication date 12-26-2013.

V.5 Accessibility

Contractors are required to ensure that all facilities are in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 with respect to physical and program accessibility.

V.6 Nondiscrimination and Equal Opportunity

A. Contractors must conduct all programs in accordance with provisions of the following laws, as they apply to specific programs or activities:

- Titles VI and VII of the Civil Rights Act of 1964, as amended;
- Section 504 of the Rehabilitation Act of 1973, as amended;
- Title IX of the Education Amendments of 1972, as amended;
- The Age Discrimination Act of 1975, as amended;
- Americans with Disabilities Act of 1990, as amended;
- Non-traditional Employment for Women Act of 1991, as amended;
- Certification regarding Debarment, Suspension and Ineligibility
- Federal Non-Discrimination and Equal Opportunity Clause
- Certification regarding Lobbying including Certification for Contracts, Grants, Loans, and Cooperative Agreements
- Certification regarding PA Unemployment Compensation and Worker's Compensation Laws
- Drug Free Workplace Certification
- Agree to prohibition regarding Sectarian and Political Activities
- Agree to the Service Contract Act of 1965, as amended.

B. And with all applicable rules and regulations issued under these laws. Contractors will not deny benefits of any program, activity or service to any person, and are prohibited from discriminating against any employee or applicant for employment, because of race, color, religion, sex, national origin, age, physical or mental disability, temporary medical condition, political affiliation or belief. Contractors will ensure that the evaluation and treatment of employees and applicants for employment are free of

such discrimination.

V.7 Type of Contract/Compensation Methodology

A. The contract developed pursuant to this RFP will be negotiated to result in reasonable contractor risk and provide the sub-recipient with the greatest incentive for efficient and economical performance. Cost reimbursement type contracts are anticipated, however, the LC WDB reserves the right to negotiate the contracting arrangements to include such contract types as firm fixed-price, fixed-price incentive fee, and cost plus fixed-fee. Thus, at any point during contract performance, the contract may consist of more than one type of arrangement, as mutually agreed upon by the parties.

B. Contractors must have financial resources or the ability to obtain financial resources sufficient to meet their cash flow needs for a minimum of a four-week period.

V.8 Fiscal Information

1. Financial Management Standards

A. Financial systems. General requirements. Lackawanna County WDB contractors must have financial systems that, at a minimum, meet the following standards:

(A) GAAP. In accordance with generally accepted accounting principles, financial systems must include: (a) information pertaining to any sub-grant or contract awards, obligations, unobligated balances, assets, expenditures, and income, (b) effective internal controls to safeguard assets and assure their proper use, (c) a comparison of actual expenditures with budgeted amounts, (d) source documentation to support accounting records, and (e) proper charging of costs and cost allocation.

(B) Sufficient system. Financial systems must be sufficient to (a) permit preparation of required reports, (b) permit the tracking of funds to a level of expenditure adequate to establish that funds are allocated appropriately and have not been (will not be) used in violation of the applicable restrictions on use of such funds, (c) track encumbrances; and (c) permit the tracing of program income, potential stand-in costs, and other funds.

(C) Accrual accounting. Financial systems are to be designed in order to report Lackawanna County contract costs as accruals or modified accruals.

B. The Lackawanna County WDB reserves the right to review the adequacy of the financial management system and participant data system of any contractor as part of a pre-award review or at any time subsequent to the award.

C. Please provide a certification letter signed by the legal authorized signatory of the proposing organization that the financial system and its management will account for and control the use of Workforce Innovation and Opportunity Act and other funding

sources financing this proposal in accordance with Generally Accepted Accounting Principles, Office of Management and Budget circulars, and all other rules and regulations governing these funds. This must include a statement to the effect that the organization understands the audit and audit resolution requirements as detailed in the OMB circulars. The letter should provide assurances that expenditures will be competitive, be cost-efficient, and have direct benefit to the program.

D. Describe current financial management credentials & experience; plan for managing budgeting, billing.

E. Demonstrate financial viability with a [statement of cash on hand and/or a line of credit with a bank](#).

2. Cost Principles and Allowable Costs

To be allowable, a cost shall be necessary and reasonable for the proper and efficient administration of the program and be allocable to the program. Costs of another Federal Grant, WIOA Program, or cost category may not be shifted to a WIOA grant, sub-grant, program, or cost category to overcome fund deficiencies, avoid restrictions imposed by law or grant agreements, or for other reasons. Allowable cost principles are established in the OMB Super Circular.

3. Indirect Costs and Cost Allocation Plan

A. The Lackawanna County WDB may place a limitation on the amount of funds in any grant/contract that may properly be charged to the administrative cost category. This limitation may vary with the source of the funds and will be negotiated with the contractor.

B. Describe the cost allocation plan and process that will be used by your organization to distribute costs to the funding source that benefits from incurred expenditures. Identify the allocation base or method of documentation used in this process. Attaching a copy of a written Cost Allocation Plan (CAP) that is audit compliant is acceptable. The budget should be submitted for the 7-month initial period from December 1, 2016, through June 30, 2017. The administrative budget needs to reflect the costs of the administration of the project. An itemized budget is required which identifies both the total administrative as well as programmatic costs that will be charged to each funding stream area.

4. Profit Margins

Profit margins will be negotiated only with for-profit organizations. A fair and reasonable profit will be determined with consideration to the following: 1) complexity of work; 2) risk borne by contractor; 3) contractor's investment and; 4) quality of past performance.

5. Monitoring

With or without prior notice and at any time during normal business hours, and as often as deemed necessary, the Lackawanna County WDB, WDB Independent Monitor, Bureau of Workforce Partnership and Operations (BWPO), Auditor General's Office, U.S. Department of Labor, or any of their duly authorized representatives shall have access to any books, invoices, payrolls, timesheets, or any other records or papers of the contractor which are related to a specific grant program for the purpose of verifying funds under contract as a result of this procurement have been expended and accounted for in accordance with all applicable laws and regulations.

6. Audit

A. The Single Audit Act Amendments of 1996 provide uniform audit requirements that apply to all non-federal entities that receive federal financial assistance and federal awards. For purposes of audit, a non-federal entity is defined as any state, local government, or non-profit organization administering or passing through federal financial assistance funds.

B. The 1996 Amendments have established a new threshold for single audits. For fiscal years beginning on or after July 1, 1996, any non-federal entity that spends \$750,000 or more in federal funds within its fiscal year is required to have a single audit. The \$750,000 funding sources. The costs of audits performed in order to comply with the Single Audit Act Amendments of 1996 are allowable costs provided the \$750,000 annual federal expenditure criteria is met.

C. A commercial contractor (private for profit) that receives \$25,000 or more a year in federal or state funds shall have either a program specific audit, or an organization-wide audit that includes the publicly funded program within its scope.

D. A copy of the most recent comprehensive audit report, preferably prepared by an independent Certified Public Accounting firm. [If any deficiencies were identified, please attach a corrective action plan.](#)

7. Bonding

The contractor shall maintain a fidelity bond. If the contractor desires to receive an advance of funds, bonding is required. Every officer, director, agent or employee of contractor or sub recipient for the purpose of receiving or depositing funds into program accounts or issuing financial documents, checks or other instruments of payment for program costs, shall be bonded to provide protection against loss. The amount of coverage shall be the higher of \$100,000 or one-half of the total contract amounts for each employee of the contractor who will handle the funds received or disbursed. Copies of the bond and any changes shall be provided to the Lackawanna County WDB.

8. Insurance

A. Proof of insurance is not a requirement for submission, but applicants should be aware that no work may begin under a contract funded through this program until the required insurance has been obtained and proper certificates (or policies) are filed with the Lackawanna County WDB. Before submitting a proposal for funding, the agency should contact its insurance agent to determine if it can obtain the required coverage.

B. The contractor is required to carry a general liability insurance coverage for the institution sufficient to cover any liability that may arise from the performance of this contract. General liability insurance must cover bodily injury and property damage to a third party and personal injury; liability limit of \$1,000,000 per occurrence or \$2,000,000 dollars aggregate is required. A reasonable deductible is allowed, not to exceed \$10,000.

C. The contractor is required to carry Workers' Compensation Insurance coverage for all employees. The minimum acceptable coverage is \$1,000,000 bodily injury by accident and disease.

D. If the contractor uses motor vehicles in conducting activities under this contract, liability insurance covering bodily injury and property damage shall be provided through a commercial insurance policy. Such insurance shall provide a minimum coverage of:

- \$500,000 Combined Single Limit (CSL) for bodily injury and property damage liability per occurrence
- \$100,000 Uninsured Motorist Protection & Underinsured Motorist Protection Stacked or Non-Stacked
- Maximum \$1,000 Deductible

E. If self-insured, the contractor warrants that it will maintain coverage sufficient to cover any liability specified above that may arise from the performance of this contract.

9. Property Management Standards

Contractor must maintain, manage, and dispose of any property purchased with workforce funds in accordance with the WIOA policies.

10. Records and Records Retention

A. Contractors are required to retain all records of a program year for a minimum of seven years past the date upon which the Lackawanna County WDB accepts a grant/contract close out. The Lackawanna County WDB may routinely confirm the availability of these records and review in anticipation of future need.

B. Contractors are required to manage all records in accordance with the local area's Personally Identifiable Information Policy and related US Department of Labor Training and Employment Guidance Letter (TEGL) 39-11 dated June 28, 2012 and all other requirements related to this part.

11. Additional Specific Guidance

A. Facilities: Adequate facilities are in place to house existing operations. The selected WIOA Title I provider must locate its operations and staff within the PA CareerLink® Lackawanna County Site, located at 135 Franklin Avenue, Scranton, PA 18503. Included herein as Attachment F is the current PY 2016 PA CareerLink® Resource Sharing Agreements delineating shared costs. This is not meant to construe the maintenance of this level of activity. The final decision as part of the award could be higher or lower than the current level, however, all program staff (both assessment and counseling and direct service) must be located at the PA CareerLink®. Please note: additional space is currently available at 134 Franklin Avenue for testing, workshops, meetings, counseling, etc. which may be negotiated with an independent landlord if contractors deems appropriate.

B. Furnishings and Equipment: Sufficient equipment is in place for operation of the PA CareerLink® Sites, including fax machines, telephones, furniture, copiers, and computer systems. The equipment will be maintained by contractor. Software updates and changes may be made periodically by the contractor. Prior to the procurement of any additional furnishings and/or equipment, the contractor will submit a written and itemized request to the Lackawanna County WDB and follow the County of Lackawanna, PA Procurement Policy. No action may be taken to procure any equipment and/or furnishings without prior approval of the written request by the Lackawanna County WDB.

C. Personnel: It is a goal of the Lackawanna County WDB to place the greatest amount of public funds possible into direct service to clients in the Lackawanna County Workforce Development Area. To further the success of that goal, a ceiling percentage of funding used for operational purposes will be included in the final contract. Proposed staffing should be in compliance with the integrated one-stop approach to service delivery. Program budgets have also been requested to address this part. Specific negotiation will occur between the Lackawanna county WDB and the Contractor to address this need.

D. Board Communication: To maintain and facilitate an ongoing and necessary exchange of information, the contractor will meet with the PA CareerLink® Site Administrator and/or partners, One-Stop Operator Consortium, and Lackawanna County WDB staff on a bi-monthly basis. Additional meetings with the Lackawanna County WDB Staff will be scheduled, at a minimum on a monthly basis, for the purpose of an exchange of information regarding all performance and fiscal information reflecting the current and projected status of the WIOA Title I programs and services.

E. The following information must be submitted during contract negotiations before final contract executions, but is NOT required to be submitted with the proposal:

- Certificate of non-profit incorporation, if applicable,
- The agency's Articles of Incorporation,
- A copy of agency's current by-laws,
- A copy of the agency's travel reimbursement policies, if travel funds are requested,
- A copy of the agency's personnel policies, including terms and conditions for employment, compensation and fringe benefits, holidays, vacation and sick leave, travel, conflict of interest, and employee grievance procedures.
- The successful proposer will be required to maintain automated and/or paper records of customer activity, financial management, property, procurement, plans, policies and procedures, internal and external evaluations and performance. In the event the contract is not renewed or is terminated, the current contractor agrees to provide any and/or all of the identified records to
- The successful proposer agrees to use the PA CareerLink® automated recordkeeping system to maintain all customer records required to be tracked and reported to the Lackawanna County WDB in the manner and timeframe required.
- The successful proposer agrees to comply with the WDB's policies related to information technology. A copy of the policies will be provided to the successful proposer.
- Proposers may not charge individuals eligible for workforce programs a fee for any service.
- Proposers will be required to pay shared facility cost for space in the PA CareerLink® Site as well as sign as the WIOA Title I operator on the PA CareerLink® Partner Agreement. A copy of the most recent Resource Sharing Agreements for the A CareerLink® Lackawanna County site is attached for reference. Final amounts paid by the WIOA Title I Operator are dependent upon funds available, other partner contribution to the PA CareerLink® and other factors.

V-9. Reporting Requirements

Contractors will be required to provide financial reports to Lackawanna County WDB on a regular, monthly basis in such detail and on such forms as required by WDB. The deadline for each month's financial report will be the 5th business day of the month following the month for which the report is made. Failure to make reports on time may result in de-obligation of funds or termination of contracts.

V-10. Grant/Contract Advances

The Lackawanna County may facilitate grant/contract advances through the local Fiscal Agent to certain contractors, provided the contractors have and maintain sufficient financial systems and demonstrate the need for advance funds.

SECTION VI REQUEST FOR PROPOSAL - PACKETS /FORMS

ATTACHMENT

A

**Lackawanna County Workforce Development Area
Title I Adult and Dislocated Worker Services Proposal Cover Page**

1. Proposer Name: _____
2. Mailing Address: _____
3. Physical Address (if different): _____
4. Contact Person/Title: _____
5. Telephone Number/Fax Number: _____ E-Mail Address: _____
6. Tax/Legal Status:
 Unit of Government Public, Non-Profit
 State Private, Non-Profit
 County Private, For-Profit
 City Other
7. State of Incorporation: _____ Date Established: _____ Federal EIN: _____
8. Service County: _____

ATTACHMENT B

**Lackawanna County Workforce development Board
Title I Adult/Dislocated Worker Services Proposal Checklist**

Proposal Cover Page _____

Proposal Narrative (Section III)

- Executive Summary _____
- Organizational Capacity _____
- Past Performance _____
- Program/Service Design _____
 - WIOA Adult/Dislocated Worker Activity Design _____
 - PA CareerLink® One-Stop System Incorporation Design _____
- Program/Service Delivery _____
- Staffing Plan _____
- Fiscal Capability _____
- References _____
- Attachments (page 22 & 23) _____
 - Cover Page _____
 - Checklist _____
 - WDB General Provisions Acknowledgement _____
 - Staffing Flow Chart _____
 - Job Descriptions _____
 - List of Organization’s Board of Directors _____
 - Certification letter _____
 - Statement of Financial Viability _____
 - Cost Allocation Plan _____
 - Budget Form with Line-Item Breakdown/Narrative Backup _____
 - Audited Financial Statement _____

ATTACHMENT C

LACKAWANNA COUNTY WDB GENERAL PROVISIONS

1. *Retention of Records.* The Proposer agrees to retain all records, reports, documents and files relating to this Agreement as follows:

- A. All financial and program records, including, without limitation, any supporting documents, performance information and applications, must be retained for a minimum of three years from the date of submission of close-out reports for each program year.
- B. If any litigation, claims or audits are begun prior to the expiration of the aforesaid three-year period, all records shall be retained until said litigation, claims or audits relating to those records have been resolved.
- C. Records relating to nonexpendable personal property acquired with funds pursuant to the Act must be retained for at least three years after final disposition of the property.

The Proposer shall maintain and store all records in a manner that will preserve their integrity as evidence in any appeal or other proceeding. The burden of production and authenticity of the records shall be on the custodian of the records. The Proposer must have a satisfactory plan or record recovery. The use of electronic media for the storage of records is allowable.

The County of Lackawanna, PA, as Fiscal Agent for the Lackawanna County WDB, the Executive Committee of the WDB, the Secretary of the Pennsylvania Department of Labor and Industry, the Auditor General of the Commonwealth of Pennsylvania, the Auditor General of the United States or the Inspector General of the United States Department of Labor or any of their duly authorized agents or representatives shall be given access to any books, documents, papers and records (including computer records) of the Proposer including, without limitation, all invoices, electronically processes or stored data, materials, payroll records, records of personnel, conditions of employment and other data relating to all matter which are directly pertinent to charges under any contract award in order to conduct audits and examinations, and said agents or representatives shall be permitted to make excerpts, transcripts, photocopies and the like as needed. This right includes, without limitation, timely and reasonable access to Proposer's personnel for the purpose of conducting interviews relating to such documents.

2. *Fiscal Requirements.* The Proposer agrees to follow the "uniform" fiscal and administrative requirements for grants and cooperative agreements for state and local governments or the common rule implementing OMB Super Circular as applicable to the County of

Lackawanna, PA and the Proposer.

3. *Out of District Travel.* The Proposer agrees, in all instances, to obtain prior approval from the L/S WIB prior to incurring any out of district travel charges under this Agreement. If the Proposer does not have a particular policy, federal travel regulations will prevail. Foreign travel shall not be permitted or reimbursed under any circumstances.

4. *Property Management.* The Proposer shall comply with the property management standards set forth by the Federal Government pertaining to the Lackawanna County WDB and the Proposer. The Proposer agrees to obtain prior approval from the Lackawanna County WDB prior to purchasing any equipment in excess of \$2,500 except for computer hardware, data processing equipment and software, which requires written approval from the Lackawanna County WDB regardless of costs. Any item of unit cost of \$2,500 or more shall be supported by three written quotations from vendors on their letterhead. The Proposer shall comply with formal bidding procedures as established by the Federal Government as applicable. The Proposer agrees to submit a copy of the invoice for any equipment purchased to the Lackawanna County after the purchase is made. The Proposer also agrees to notify the Lackawanna County WDB of purchases of tangible personal property with a value over \$2,500. The Proposer shall be provided with property identification tags by the Lackawanna County WDB for all tangible personal property valued in excess of \$2,500. Each year, the Proposer will submit a completed Annual Property Inventory Form.

5. *Leases.* The Proposer shall not enter into any lease agreements unless said lease agreements are submitted to the Lackawanna County WDB in advance and approved in writing by the Lackawanna County WDB.

6. *Bonding.* The Proposer agrees to bond all of its officers, directors, agents and employees who are authorized to act on behalf of the Proposer for the purpose of receiving or depositing funds forwarded by the County of Lackawanna, PA, Fiscal Agent for the Lackawanna county WDB, to the Proposer or for issuing financial documents, checks or other instruments or payment for costs. The amount of the bond shall be the higher of \$100,000 or one half of the total contract amount.

7. *Labor Compliance.* The Proposer agrees, that for all work sites, which have collective bargaining unit agreements, the Proposer shall submit to the Lackawanna County WDB, proof of consultation and concurrence from the applicable bargaining unit for the Proposer's participation in the Workforce Innovation and Opportunity Act Program covered by this Agreement.

8. The Proposer represents and warrants the statements contained in the section. This means that the Proposer promises to the Lackawanna County WDB that these statements are true and that the Proposer stands behind the truth of these statements.

- A. The Proposer is familiar with the Workforce Innovation and Opportunity Act as it presently exists, and all applicable regulations as they presently exist and ensures and agrees that it shall fully comply with the Workforce Innovation and Opportunity Act and all applicable federal and state regulations presently in existence or hereinafter enacted or promulgated and shall also comply with the Strategic and Operational Plans submitted by the Lackawanna County WDB as approved by the PA Department of Labor and Industry.
- B. The Proposer presently is and shall remain in compliance with all requirements with all county, municipal, state, federal and other applicable governmental authorities, now in force, or which may hereafter be in force, pertaining to this Agreement and shall faithfully observe all such statutes and regulations, including, but not limited to, providing a drug free workplace and shall certify its drug free status.
- C. The Proposer, as a recipient of federal assistance funds, hereby certifies, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this Agreement by the Commonwealth of Pennsylvania, any other state or the Federal Government.
- D. To the extent that Proposer shall be providing direct services to youth, Proposer shall require staff members having any contact with said youth to obtain Act 34 and Act 151 clearances, and shall submit proof of the same to the Lackawanna county WDB prior to providing services to said youth.
- E. The Proposer does not know of any Litigation or Governmental proceeding pending or threatened against the Proposer regardless of the nature or amount in controversy that would have a material effect on the ability of Proposer to perform its duties and obligations under the terms of this Agreement.
- F. The Proposer will not discriminate against any employee, any applicant for employment, any participant in the program operated pursuant to the terms of this Agreement because of race, religion, color, national origin, sex or age.
- G. The Proposer shall comply with the Americans with Disabilities Act at any site operated by the Proposer pursuant to the terms of this Agreement.
- H. The Proposer has not, and shall not, charge any fee to any person receiving services under the terms of this agreement; nor shall the Proposer accept any gratuity, favor or the like for any person receiving services under the terms of this agreement.
- I. The Proposer agrees that all Title I WIOA funds may not be spent on the employment or training of customers in sectarian activities.
- J. The Proposer agrees that it is an unlawful discriminatory practice for any employer, because of the sex of any person, to discharge, refuse to hire, or otherwise discriminate against that person with respect to any matter directly or indirectly related to employment.

- K. The Proposer agrees to register Adult and Dislocated Worker customers only if the customers meet the eligibility requirements of the WIA service level into which the participant is to be registered. Proposers who are secured to perform eligibility determinations are financially liable for any unallowable costs that result from any omissions or errors of the Proposer in their eligibility determination. The Proposer agrees to indemnify and hold harmless the Lackawanna County WDB from any costs or expenses incurred by the Lackawanna County WDB as a result of a Proposer's improper determination of eligibility of a participant for Adult and Dislocated Worker WIA services. In the event the Proposer is not responsible for eligibility determinations but a third party, not a signatory to this agreement is responsible for such determination, the Proposer along with the Lackawanna County WDB agree to look only to that third party in the event of an improper eligibility determination.
- L. The Proposer shall provide workmen's compensation insurance where the same is required and shall accept full responsibility for the payment of premiums for workmen's compensation as required by law for its employees and those that are receiving services specific to these provision.

9. *Lobbying.*

- A. The Proposer hereby certifies and agrees that no funds provided to it by the Lackawanna County WDB shall be expended by the Proposer to pay any person for influencing or attempting to influence any officer or employee of any state or federal agency, a member of congress, an officer or employee of an agency of state or federal government, in connection with any of the following federal actions: the awarding of any federal loan, the making of a federal grant, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
- B. If the Proposer engages in lobbying activities for covered federal actions utilizing funds other than those provided by the Lackawanna County WDB, the Proposer shall, within fifteen days of the initiation of lobbying activities, file with the Lackawanna County WDB a disclosure report on Form LLL "Disclosure Form to Report Lobbying".

10. *Tax Returns.* The Proposer agrees to file all federal, state and local tax returns and pay all taxes due in connection therewith, as said obligations come due through the terms of this Agreement. If requested by the LC WDB, the Proposer shall submit evidence that all returns have been filed on a timely basis and that all payments required under those returns have been paid on a timely basis.

11. *Audit.* The Proposer agrees to contract for and submit to the LC WDB an audit of its receipts and expenditures within nine months of the Proposer's year-end. The audit shall be conducted in compliance with audit guidance appropriate to the organization type.

12. Protection of Clients. The Proposer agrees that it will not at any time bill the recipient of any services under this Agreement for funds not received by the Proposer from the County of Lackawanna, Fiscal Agent for the Lackawanna County WDB, due to the Proposer's violation of any provisions in the contract or due to the unavailability of Workforce Innovation and Opportunity Act Funds to the Lackawanna County WDB.

13. Termination. The Lackawanna County WDB may terminate this Agreement in whole or in part if the Lackawanna County WDB, in its sole discretion, determines that the PROPOSER has failed to provide the enrollee with the training services required of them under this contract or fails to make progress in accordance with the terms of its program proposal. If the Lackawanna County WDB chooses to terminate this contract, said termination shall be effective 30 days after receipt by PROPOSER of written notice from the Lackawanna County WDB of its intent to terminate this contract. The Lackawanna County WDB, through its Fiscal Agent, County of Lackawanna, PA, agrees to pay PROPOSER the reasonable cost of all work completed up to the date of termination set forth in the aforesaid written notice.

14. Grievances. The Proposer agrees to comply with the grievance provisions set forth in the Workforce Innovation and Opportunity Act and to advise all recipients of services under this Agreement of the grievance procedure established by the Lackawanna County WDB pursuant to the Act. All individuals receiving services from the Proposer shall be afforded an opportunity to participate in the grievance procedure established by the Lackawanna County WDB should appropriate circumstances dictate.

ATTACHMENT D

**LACKAWANNA COUNTY WDB
GENERAL PROVISIONS ACKNOWLEDGEMENT**

Proposer/Subcontractor: _____

Address: _____

Authorized Signature: _____

Name: _____

Title: _____

Date: _____

Please complete, sign and return with proposal.

ATTACHMENT E

LACKAWANNA COUNTY WDB BUDGET INFORMATION

PROJECT BUDGET: Program Year December 1, 2016 to June 30, 2017

Instructions: Indicate planned project expenditures for the period of this agreement. Expenditures must conform to the cost definitions for allowable administrative and program costs and activities as defined in the Workforce Innovation and Opportunity Act.

Organization Name: _____

December 1, 2016 – June 30, 2017 Budget		TITLE I ADULT INITIAL ALLOCATION	TITLE I DISLOCATED WORKER INITIAL ALLOCATION	TOTAL ADULT AND DISLOCATED WORKER ALLOCATIONS
	Award FUNDING AVAILABLE	\$	\$	\$
		Adult	Dislocated Worker	Total LWIA
PROJECT MANAGEMENT				
Staff Salaries & Fringe Benefits				
Operational Expenses (e.g. travel, postage, printing, etc.)				
Other Costs (explain in below)				
CAREER & SUPPORTIVE SERVICES				
Program Staff Salaries & Fringe Benefits				
Operational Expenses (e.g. travel, postage, printing, etc.)				
Other Program Expenses				
Incentive Payments				
Needs Related Payments				
Supportive Service Funds				
TRAINING				
Tuition Payments/ITA's				
On The Job (OJT) Reimbursements				
Skill Upgrade and Retraining/Customized Training				
Adult Education and Literacy Training				
Apprenticeship Training				
Incumbent Worker Training				
Customized Training				
Other Training Expenses				
TOTAL BUDGET				

Other Expenses List: Lists all costs that apply:

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____

(Add lines as necessary)

Total Other Expenses \$ _____

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.

- ★ Provide a line-item breakdown of all costs that are reflected in the budget categories.
- ★ Provide a narrative description of all line-item costs.

Leveraged Matching Funds, If Applicable

Leveraged matching funds (please clearly identify all funds by source that may be leveraged to support the project).

Source:	Cash	Equipment	In-Kind	Total
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