



Request for Proposals

For

Program Year 2017

July 1, 2017 through June 30, 2018

to provide

TANF Summer and Year Round Youth Work and Employment Experience

In Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York Counties

Deadline for Submission is Friday January 6, 2017 by Noon.

Auxiliary aids and services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program

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Purpose

SCPa WORKS is currently soliciting proposals for providers of paid summer employment and year round employment programs for TANF eligible youth ages 14-18. Subsidized employment provides valuable skills and work experience for young people and serves as a stepping stone to unsubsidized employment.

Programs can provide customized individual placements, or summer employment opportunities as work crew(s). Worksite locations can be private sector worksites, public non-profits or government entities. Summer youth program or year round work experience participants cannot displace or jeopardize the status of current employees. In addition, youth work experience participants should not replace the work of employees who have experienced layoffs.

The expectation of SCPa Works is that the majority of funding and participants (75%) will be utilized during the months of July, August and September of 2017. The remaining (25%) can be utilized for the remaining of the program year October 2017 through June of 2018. A proposal to provide service and programs must meet the initial 75% allocation for the period of July 1, 2017 through September 30, 2017. An organization may propose to deliver programming for summer only from July 1 2017 through September 30, 2017 if they choose. It is not mandatory for a proposer to deliver year round TANF youth services. A contractor can propose to utilize up to 100% of the funding if they wish for the period of July 1, 2017 through September 30, 2017.

TANF Youth Employment Programs will allow eligible low income youth the opportunity to gain valuable work experience while earning a paycheck to help meet basic needs. Summer employment opportunities are estimated to start on or after July 1, 2017 and end September 30, 2017 (options for services through June 30, 2018, may exist). Funding is contingent upon the Commonwealth of Pennsylvania allocating TANF funds. In an effort to be pro-active, SCPa WORKS has issued this RFP to give responders adequate time to plan and develop programs.

Background

SCPa Works is focusing on the work first philosophy and strives to provide quality employment, training and supportive services to assist individuals with obtaining and maintaining self-sufficiency. These programs incorporate a combination of supportive services, education, training, and soft skills development in order to help youth transition off of public assistance and/or prevent the cycle of dependency on public assistance.

Issuance of this RFP and subsequent selection of proposals does not imply nor guarantee the availability of funds through any or all of these programs. Selected providers may contract with the SCPa WORKS depending on the availability of funds.

Payment for services will be based on a cost reimbursement process. Start up or advanced funds are not available.

Eligible Population

The Summer/year round Employment Program shall only serve persons ages 14 to 18. All summer/year round youth participants must be a United States citizen, or qualified alien, and resident of SCPa Works Workforce Development Area.

TANF guidelines

Contractors need to be familiar with TANF eligibility requirements, the Workforce Innovation and Opportunities Act (WIOA), Child Labor Laws, and other State and Federal Youth Program requirements.

In order for youth to meet family composition guidelines they must meet any one of the following guidelines:

TANF eligibility includes youth who are residents of the counties of SCPa Works (Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Perry and York Counties) and one of the following. Please note: no participant may begin a program until eligibility has been determined.

- Are a member of a family on cash assistance or food stamps
- Are receiving cash assistance or food stamps
- Family income is at or below 235% of the poverty level

Program Requirements

TANF Summer/year round Youth Employment programs can develop individualized work sites that meet the skills and interests of the youth participants. They may also provide project based group employment (work crew). Work site locations can include private sector worksites, private or public non-profits, or government entities. If work experiences are created in SCPa Works High Priority/Demand occupations a participant may be paid up to \$10.00 per hour. Please refer to www.scpaworks.org for information on the High Priority/High Demand occupations. Worksites/job placements at private residences are not allowed.

An approved agreement with each worksite is required **prior** to performing work. The worksite agreement must outline job duties, schedule of hours, responsibilities of the Program Provider (employer), worksite location, and youth participant. Youth are required to be supervised at all times. The worksite agreement shall identify who is responsible for daily supervision of youth while at the worksite, ensure all applicable employment and wage regulations are followed and that the summer/year round youth participant will not displace a regularly paid employee or replace employees who have been laid off.

Important: The program provider will serve as the actual employer (i.e., employer of record) of the youth participants. While a third party payroll agent, such as a temporary employment agency, may be used for payroll services, the program provider must remain the employer of record.

Other program requirements include, but are not limited to:

- Identifying and establishing projects and/or worksites for all eligible youth.

- Developing, providing, and reviewing job descriptions of duties to be performed with each youth participant.
- Identifying and recruiting youth participants to be served by the proposed program.
- Other agencies, and community based organizations may refer potential participants.
- Providing occupational skills and employability skills training.
- Assigning and scheduling youth to worksites.
- Ensure that all designated worksite supervisors have received a thorough orientation on rules and expectations of summer or year round employment
- Providing “rainy day” or alternate work when planned activities are not possible.
- Ensuring youth participants have transportation to and from work daily or as needed. (Transportation costs are allowable and should be included when developing a program budget)
- Pay the youth up to \$8.75 per hour, up to \$10.00 per hour for High Priority/Demand occupations. **No stipends will be allowed.**
- Providing employer functions as the employer of record including paying all payroll expenses including Workers Compensation (worker compensation premiums and claims paid).
- Responsible for youth activity coordination, direct supervision and training.
- Ensuring that all applicable employment rules and regulations and minor wage and safety laws are being followed (www.youthrules.dol.gov).
- Providing case management and supportive services as needed.
- Communicating with job site supervisor regarding youth needs and job related issues.

Preference will be given to programs providing the following:

- Work experiences that provide private sector paid internships in public companies.
- Provide training or have training available for youth that leads to employment related credential, academic credit, or certificate.

Other Program Considerations

The following components should be considered in developing summer and Year Round Employment Activities:

Youth may also have multiple barriers to employment, including but not limited to, mental health/behavioral issues and criminal records which should be considered when developing worksites and hiring staff to work directly with youth.

Summer employment may last through September 30, 2017, with youth working up to 30 hours per week or as allowed defined by safety and child labor laws (www.youthrules.dol.gov). Providers may propose to serve youth during the summer months only (typically July – September) or include additional services through the program year October 2017 through June 2018. Youth still enrolled in school may need accommodations to their schedule after returning to school, working after school hours or on weekends, as allowed by applicable labor laws. SCPa Works reserves the right to negotiate the number of paid work hours based upon the availability of funds. All programs will be required to follow all applicable child labor laws and the Federal Department of Labor guidelines. One or multiple program providers may be selected.

Worksites

Worksite development should take in consideration the age appropriateness of the activities and should also encourage youth to help develop social skills needed to become successful employees. Employment opportunities should be meaningful and provide opportunities for youth to explore career options. Worksites should be established with employers who are committed to provide youth with the skills and supervision necessary to enhance youth job readiness. In addition, worksites should be flexible and properly informed regarding the youth's needs and barriers, and prepared to provide supervision and guidance. The program provider/employer will be responsible to ensure youth are safe and supervised at all times. Regardless of the type of employment activity, the Provider is responsible to ensure the ratio of supervision of youth to supervisors is adequate.

Providers are strongly encouraged to establish partnerships with local businesses. Worksite agreements are required to be in place prior to youth starting employment (including obtaining cooperative agreements with existing bargaining agreements, if applicable). Summer/year round youth program participants cannot displace or jeopardize the status of current employees. In addition, youth work experience participants should not replace the work of employees who have experienced layoffs (see 20 CFR 667.270 for non-displacement requirements).

Youth Payroll

Youth must be paid at least minimum wage, but reimbursement for participant wages will not exceed \$8.75 per hour. (Unless youth are employed in the High Priority/Demand occupations). The provider will be responsible to follow minor wage agreements and posting requirements, obtaining I-9 forms, parent consent forms and work permits for minors when applicable.

Payroll, associated costs*, and employer functions** are the Provider's responsibility. The vendor may use a payroll service to provide payroll functions; however, the program provider must retain responsibility as the employer of record. The vendor must have adequate cash flow to cover payroll/program costs for up to 30 days. The provider must be the actual employer of the youth participants.

*Associated costs for payroll administration includes, but is not limited to: Medicare, Social Security (or other retirement), Federal/State/Local/School income taxes, etc.

**Employer functions include, but are not limited to: minor wage agreements, obtaining I-9 forms, parental consent forms, and work permits, etc. for minors 14-17 (unless a high school graduate) as applicable.

PROGRAM LIMITATIONS

- In accordance with Federal and State regulations TANF funds cannot be utilized to:
 - Provide medical services, including those services reimbursable through Medicaid
 - Provide foster care or residential treatment care to children
 - Provide benefits or services to families without a minor child in the household (i.e., childless single adults and couples are ineligible)
 - Acquire capital goods (e.g., buildings, buses, etc.)
 - Purchase program supplies to enhance, beautify, improve the physical appearance of worksites (e.g. mulch, flowers, trees)
 - Provide child care services

RFP LIMITATIONS

- The provider/employer is required to maintain independent books, records, payroll, documents, accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this Agreement. Such records shall be subject at all reasonable times for inspection.
- Reimbursement is based upon actual expenditures for the program. Provider will be expected to have cash flow resources to sustain youth payroll and project operations for at least 30 days. Start up or advanced funds are not available.
- Providers/Employers will be required to submit monthly reports of actual expenses and youth time sheets to verify hours worked.
- Workers Compensation paid to a participant after the program end date is not reimbursable.
- Provider will be required to carry liability insurance, and to also secure the persons and estates of eligible individuals against reasonable foreseeable torts which would cause injury or death.
- Provider will be required to conduct appropriate background checks for individuals/staff working or volunteering with the youth program.
- Funding for programs is anticipated to be available on or after July 1, 2017. Contracts will be awarded for one year for the provision of 2017 TANF Youth Employment Programs. This RFP may be cancelled or modified at any time due to a reduction of Federal, State, or Local funds or a change in regulations.

➤ Contracts may be amended or terminated during this period if there is a change in Federal, State or Agency regulations that apply to the contract; a reduction of Federal, State or Local funds; unsatisfactory performance by the Provider as determined by SCPa Works; or upon thirty (30) days written notice by either party. If a contract is awarded, this RFP guideline shall become a part of the contractual agreement.

PROPOSAL CONTENTS

For your proposals narrative, you will need to be descriptive and provide detail and depth to your responses. The proposal needs to provide the reviewer with a clear and uncomplicated picture of the services you are proposing to serve the youth with. Please number your responses accordingly. Narratives are limited to 15 pages. The page limit does not include the budgets and other required information. Providers interested in being considered for TANF Youth Employment Program funding for Summer/Year round 2017 must include the following information:

1. Provider name, program name, contact person, address, phone number, fax number and email address.
2. **Briefly** describe your organization. Include if you are private for profit, non-profit (private or public) or government/school entity. Describe the nature of your business, the number of years you have been providing services, and any previous experience working with youth. Describe previous summer/year round youth programming provided in the past. **This is limited to one page.**
3. Identify partnerships with other entities for the provision of summer/year round work including sub-contractors (e.g. payroll processing), or any other partnerships involved with the provision of the program. Include letters of support that identify established partnerships and define partnership roles and responsibilities with the summer/year round youth program. If you are partnering or sub-contracting with another organization to provide services, you are required to submit a detailed MOU that needs to include roles and responsibilities and any outcomes.
4. Describe in detail the program being proposed. Include if the program will involve mobile work crew(s)/group activities or customized worksite placement. Describe training and activities provided to develop occupational skills and work readiness. Describe how training activities will be provided, frequency, and how success will be measured. Describe if any certificates, credentials, or academic credits will be earned by the participant.
5. Describe the specific employment activities the youth will perform; include identified worksites or proposed worksites, job descriptions, work schedules, including the number of hours worked per day, days per week, and hourly rate of pay. Describe who will be responsible to supervise the youth at each worksite. Include copies of your worksite agreements if already obtained. If not, include a blank worksite agreement.
6. Describe the target population of youth to be served by your program including age, gender & affiliations (if applicable). Describe how they will be recruited, screened for eligibility. Identify the number of youth you intend to recruit and the number of youth you intend to employ in your program.

7. Describe the intake and application process for youth participating in your program. List pre-employment screenings you will require such as physicals, drug tests and background checks.
8. Describe how youth will be matched with employment activities. What assessments will be conducted, if applicable, to help with job placement?
9. Describe what other supportive services will be offered to your youth participants (e.g. transportation, training/certifications, safety equipment and supplies). How will case management be provided?
10. Describe your communication process with the site supervisors, including frequency of worksite visits, and expectations of the worksites to report issues and intervention process.
11. Explain how your work and break schedule will coincide with appropriate labor regulations. Identify potential hazardous work activities/worksites and how your program will ensure appropriate safety measures are in place. Identify worksite safety protocols for injuries & accidents.

Who May Apply

It is strongly encouraged to partner with other organizations. Proposing contractor(s) considered for services may include, but are not limited to, Local Education Agencies, non-profit organizations, faith and/or community based organizations and public organizations. Private companies may also apply, but the Fiscal Agent reserves the right to refuse payment for any profit deemed excessive by the Fiscal Agent.

Technical Assistance

A bidder’s conference regarding this RFP will be conducted on November 30, 2016 from 10 a.m. to 12 p.m. This conference will be held at SCPa Works offices located at 4201 Crums Mill Road, Suite 200 Harrisburg, PA 17112. All questions pertaining to the RFP must be submitted to info@scpaworks.org only. All questions must be received by November 22, 2016.

The bidder’s conference is for information only and attendance is not mandatory. A written summary of all questions posed, and the response to them, will be posted on SCPa Works website (www.scpaworks.org) along with the minutes of the bidder’s meeting.

Expected Time-Line

RFP Release Date	November 9, 2016
Proposer’s Written Questions Due	November 22, 2016
Bidders Conference	November 30, 2016 10 a.m. -12 p.m.
Proposals Due Date	January 6, 2017 by noon.
Contract Awards Completed	March 2017
Transition begins	Upon approval by SCPa Works
Contract/Programs Start Date	July 1, 2017

Response Date

Proposals that are in response to this RFP are due no later than noon on January 6, 2017. Late submissions will not be considered regardless of the reason. All proposals are *required* to use SCPa Works forms enclosed within the RFP. Failure to do so will result in the rejection of the proposal and/or reduction of score.

One original and ten (10) copies must be delivered by noon on January 6, 2017 to:

SCPa Works
4201 Crums Mill Road, Suite 200
Harrisburg, PA 17112

A log will be maintained indicating the name and address of proposing agencies submitting proposals for the evaluation period. The date of receipt will be recorded on the log. No proposals will be accepted after the date and time indicated above.

Availability of Funds

This RFP is being solicited based on anticipated funds. Awards may be provided only upon the actual availability of the requested funds. Applications that may be approved are not guaranteed funding since the funding for programs is dependent upon the Fiscal Agents receipt of funds. Contractors will receive payment provided the Contractor meets all Federal, State, and local requirements regarding documenting receipts. There are no funds provided up front. All payments are made within 30 days of receipt of completed and accurate payment request and reports.

Incurring Costs

The Fiscal Agent is not responsible for any pre-proposal costs incurred prior to the selection of service providers by the Fiscal Agent. The cost to develop and submit a proposal in response to this RFP is not reimbursable.

Disclosure of Proposal Contents

Proposals will be held in confidence and will not be revealed or discussed with competitors. All materials submitted with the Proposal and the Proposal itself become the property of SCPa Works and will not be returned. SCPa Works reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

News Releases

All subcontractors must receive prior written approval from SCPa Works for the publication of any news releases.

Disclaimer

The submission of a proposal to SCPa Works does not assure or imply an award of a contract to the organization(s) submitting the proposal. The application resulting from these instructions does not commit the Fiscal Agent to pay for any costs incurred in the preparation of this RFP or for any monies spent prior to an award.

The Fiscal Agent reserves the right to accept or reject any or all proposals, in whole or in part, to negotiate any offer made, and/or to cancel or amend any part of this application package for whatever reason. In addition,

based on current or proposed legislative activity, the Fiscal Agent reserves the right to adjust any conflicting administrative and/or programmatic requirements that may occur prior to or after the contracting process.

Proposing contractor(s) shall disclose in their submissions any possible conflict of interest arising out of personal or business relationships with SCPa Works. The U.S General Services Administration prohibits the Fiscal Agent from awarding a contract to a contractor(s) who is excluded from Federal procurement or non-procurement programs. The Fiscal Agent is prohibited from awarding a contract to any party disbarred, suspended, or otherwise excluded from or ineligible for participation in Federal Assistance Programs in accordance with the USDOL regulations at 29 CFR Part 98 or debarred by the Commonwealth of Pennsylvania. Funding is not granted to Contractor(s) since funding for all programs is dependent upon receipt of money from the Commonwealth of Pennsylvania, Department of Labor and Industry, and/or other Federal or State funds.

Response on Action Taken Regarding Proposal

All proposals submitted will receive a response as to the action taken by the SCPa Works. Bidders may request a briefing on the action taken on their proposal in writing no later than five (5) business days after notification from SCPa Works.

Non-Duplication of Facilities or Services

Programs presented will not duplicate facilities or services available in the area (with or without reimbursement) from Federal, State or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the SCPa Works performance goals.

Wage, Labor and Health and Safety Standards

Youth employed in work-related activities must be compensated in accordance with applicable law, but not less than the higher of the rate specified in the Fair Labor Standards Act of 1938 as amended or the applicable State minimum wage law.

Health and safety standards under Federal and State law, otherwise applicable to working conditions of employees, are equally applicable to working conditions of youth participants engaged in work experience activities under the system. Worker's compensation insurance coverage must be secured for any selected Contractor and for youth participants in work experience to be paid by the Contractor.

Equal Opportunity and Nondiscrimination

The respondent assures, with respect to operation of the TANF funded services or activity and all agreements or arrangements to carry out TANF funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunities Act, Section 188, and its implementing regulations. *From WIOA Section 188, "No individual shall be excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability or political affiliation or belief."* The United States has the right to seek judicial enforcement of this assurance.

Programs and activities funded in whole or in part with TANF funding must comply with provisions under the Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act of 1990.

II. REQUIRED INFORMATION *(Total required information not to exceed 16 pages)*

A. 15 page program narrative

All proposals must have page numbers and a table of contents. One (1) inch margins with no less than 12 point font is required. Do not use expensive or elaborate binders to prepare your proposals. Proposal packets need to be uncomplicated and easy to reference for reviewers. Any charts included must be easy to read and understandable, as well as be applicable to your work plan. Keep your narratives focused on the work plan and work experiences for our participants. We are not interested in long and exhaustive histories of your company.

B. Time-Line *(This section is no longer than one (1) page.)*

- Provide a time-line chart (July 1, 2017 –June 30, 2018) so that all activities to be performed can be seen in relation to each other including all administrative and operational activities.

C. Description of Facility/Facilities and Location

Description of the organization's facility/facilities and equipment in relation to this proposal. In addition to the PA CareerLink®, describe additional facility/facilities used to deliver the services to youth (i.e. where services will be offered; provide descriptions of the kind of equipment to be used during training, accessibility to public transportation, and address ADA accessibility; whether the proposing agency/consortium is accessible, and if not, what is the plan to become accessible.)

D. Financial Management

Describe your payroll process. Will payroll be handled by your organization or contracted to a third party, such as a temporary agency or a payroll service? Include how frequent the youth will be paid, how hours will be tracked and how the youth will be paid (direct deposit or check)?

When presenting your financial information and budget, the proposing contractor(s) response will need to be clear, uncomplicated, and understandable for the review team.

Include proof of general and professional liability coverage

ORGANIZATIONAL/FINANCIAL ABILITY AND EXPERIENCE: Please provide a complete description of the following items:

- Type of organization and what the key strengths of the agency are, i.e. the capacity, capability, and experience for operating State and Federally funded employment and training programs and/or program services/activities.
- Experience of the organization in providing training programs and/or program services/activities as it relates to services you plan to provide under your proposed contract.
- Organization's supervisory capacity to manage contractual agreements with SCPa Works.
- Staff qualified to perform the program(s), services, and/or activities required by SCPa Works.
- The proposing organization must demonstrate to the Program Committee it's capability to manage TANF

funds or other Federal and/or State funds. The organization must explain how such funds will be administered in accordance with their current operational financial management system. Identify Key Staff by name and outline qualifications. Describe how you will ensure the limits for the contract are not exceeded.

- The method, if any, used to monitor actual expenditures to budget amounts by cost category and line item expense.
- Procedures to ensure the accounting records are supported by source documentation for each transaction.
- Allowable costs shall be limited to those necessary and reasonable for and directly related to the proper and efficient operation of TANF services to youth. Any single costs which are properly chargeable to more than one cost category shall be prorated among the appropriate cost categories
- Proposing contractor(s) must include the most recent audit report of your organization with your proposal.

ORGANIZATIONAL ADMINISTRATION: The proposal must include the following:

- Organizational chart showing the administrative framework of the organization.
- Identify staff by including a thorough description of their demonstrated technical competence, skills in management and administration, and professional experience within your organization to accomplish the proposed program training, services and/or activities. Proposing contractor(s) must have adequate personnel capabilities necessary to implement the goals and objectives of the program and to ensure compliance with ensuing contract. Proposing contractor(s) selected will be required to assume full responsibility, including all risks and hazards, for all TANF program training, services and /or activities identified in this RFP.
- For each *position* that will be funded under the proposed project, a detailed job description to include job duties and responsibilities, as well as qualifications is to be included in an attachment to the proposal. Each staff person who directly provides services and/or supervision to youth must complete a Child Abuse Clearance Form, Criminal Background Check and a FBI criminal history background check.

E. Project Line Item Budget

All proposing contractors must complete and submit a Project Line Item Budget for Program Year 2017 (July 01, 2017 thru June 30, 2018) using the attached budget form found under Part B of this RFP. The Project Line Item Budget will be used to determine the Fixed Unit Charge and will become part of the contract. The Project Line Item Budget is a basis for cost comparison. Additionally, proposing contractors must complete and submit a Leveraged Matching Funds Chart using the attached form found under Part B of this RFP.

Proposing contractors must provide a detailed breakdown off all costs between administration and program. Please note that costs/activities shall be limited to those allowable/necessary and reasonable for and directly related to the proper and efficient operation of the proposed TANF program. Training, services and/or activities must be comparable to the charges for similar Program training, services. and/or activities in the area. This process is to be followed for each program year being procured in this RFP. Proposing contractor(s) must fully comply with the requirements of all Federal and State regulations usual for TANF Programs. Allowable cost principles are established in OMB Circular A-87, A-122, and CFR Part 31.

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

F. Assurances and Certifications

1. Certification Regarding Drug-Free Workplace Requirements
2. Certification Regarding Lobbying
3. Certification Regarding Debarment, Suspension & Ineligibility
4. Concurrence of Collective Bargaining Agent - If the occupation in which training is to be offered is subject to a collective bargaining agreement, then concurrence must be obtained from the appropriate bargaining representative.
5. Union Comments - All proposing contractors are required to obtain comments regarding the need for this proposed training from applicable union or collective bargaining units. Such unions include, not only unions within the proposed training site, but also unions affiliated with the subject matter of the proposed training program. For example, a training course for building trades must obtain comments from the building trades union.

Note: Proposing contractors must complete and sign the three certification forms and the concurrence and union comments as required. The required forms can be found under Part B of this RFP packet.

G. Compliance Division

SCPa Works is responsible for reviewing all in-house and contractor operations. The purpose is to evaluate program effectiveness, insure compliance with mutually agreed goals, to offer technical assistance and/or recommendations for corrective action to sub-grantees as deemed necessary. On a periodic basis, SCPa Works Compliance Division will monitor all proposing agencies funded. The visits, announced or unannounced, may include, but are not limited to, the following areas: training, fiscal, participant files, administrative records, participants' terminations (plan vs. actual), follow-up, participant responses, monitor's observations, and problem areas. Spot checks of participant files will occur. SCPa Works Compliance Division will work closely with the Program Committee to ensure compliance with the parameters set forth by SCPa Works and submitted in the proposal with regards to the proposed narrative and the required performance measures established by SCPa Works.

Note: All proposing contractor(s) must include with this RFP, a statement certifying that there are no unresolved quality assurance findings at the time of submission of this RFP packet.

H. Personnel Policies

All proposing contractors must include with this RFP, a statement certifying that they have current personnel policies in place and on file at all times. Such policies should include (but are not limited to) a grievance procedure, list of fringe benefits, holidays and most importantly, the organization's Equal Opportunity / Affirmative Action (EO/AA) Statement, including the EO/AA statement applicable to persons with disabilities, and compliance with Health Insurance Portability & Accountability Act (HIPPA) of 1996 Regulations.

Proposing contractors must attach with this RFP, a document explaining their Personnel Policies concerning the following:

- Description of proposing contractor's complaint process.
- Description of proposing contractor's efforts to assure nondiscrimination in service provision and staff hiring decisions.
- Description of the measures taken to ensure the confidentiality of customer information and HIPPA regulations and ramification for policy violation. *Attach a copy of your confidentiality policy.*
- Explanation of how customers are informed of the grievance policy.
- Description of proposing contractor's Sexual Harassment Policy.
- Copy of proposing contractor's Equal Opportunity Policy Statement.
- Copy of proposing contractor's Grievance Policy.

Note: If a proposing contractor does not have its own grievance procedure, organizations must sign our required grievance statement at the point of final contracting.

I. Records and Reporting

Training providers will submit the required monthly progress reports to SCPa Works.

SCPa Works requires an Annual Report for each program year within 30 days of the completion of this contract which outlines how the bidder connected with youth pursuant to the performance elements in this RFP.

The contractor or contractors selected must demonstrate the ability to be compliant with program(s) reporting and record-keeping, the capability to generate accurate and timely information, and submit periodic fiscal and programmatic reports.

Note: Awarded contractor(s) are required to retain contractual/fiscal records five (5) years from audit and customer case records for five (5) years. If an audit began during the fifth-year period and has not been completed, the customer case record files must be retained beyond the fifth-year period until the audit is complete.

III CRITERIA FOR SELECTION

A. General Information

Each proposal will need to provide a qualitative and quantitative response to the RFP. The proposal needs to provide a clear and uncomplicated picture of the services you are proposing to provide. The proposed programs soundness of approach will refer to the ability of the proposer to provide quality training within the scope of the services requested through this RFP in order to meet SCPa Works objectives.

All proposals received will be reviewed and evaluated by a team of qualified Workforce Development Board Members, Program Committee members and staff of SCPa Works. The recommendations of this Committee will be presented to the Program Committee, SCPa Works Board of Directors, and upon their recommendation, to the Fiscal Agent for approval.

The selection of a contractor or contractors will be based on the following criteria: the effectiveness of the agency or organization in delivering comparable or related TANF program training, services and/or activities based on demonstrated performance in terms of the likelihood of meeting performance goals, costs and quality of training, and the ability to meet specific TANF program design requirements as demonstrated by past performance, a record of fiscal accountability and administrative compliance, well established financial management systems and controls, quality and qualifications of key staff, experience in the development of competency based training. In addition, consideration shall be given to demonstrated performance in providing appropriate supportive services, incentives, transportation, etc.

Funds awarded under this proposal shall not be used to duplicate facilities or services currently available in the county or counties with or without reimbursement from Federal, State or Local sources, unless it is demonstrated that such funded services or activities would be more effective or more likely to achieve the overall program performance goals.

B. Evaluation Criteria

All proposals submitted and received by the deadline date stipulated in this RFP will be subject to careful evaluation for completeness, and compliance with the RFP Format provided by the Review Committee. Proposals that meet the timeliness, completeness, and compliance criteria, as indicated in this RFP, will be forwarded to the RFP review committee for review, evaluation, and completion of the RFP rating sheet.

Through this review and evaluation process, the review committee will assess each proposal to determine the quality of the proposed TANF program training, services, and/or activities and the cost effectiveness of the proposal.

Pre-Award Presentation: Part of procurement process may require an oral presentation limited to the contents of the program presented in the response to the RFP to determine the effectiveness of the Contractor in delivering services as defined by the review team.

Upon review and evaluation of all proposals, the Review Committee will then meet to discuss each proposal and to complete a combined rating sheet that will be based on the average scores of each review committee member.

C. Notification of Award

Proposing contractors will be notified in writing of their approval or rejection. Awards will be made to contractor(s) possessing the ability to perform successfully under the program terms and conditions proposed under this RFP. If necessary, contract negotiations will be performed. The purpose of the contract negotiations is to arrive at a common understanding of contract essentials; such as technical requirements, schedules, participant requirements, costs, terms, reports, payments, etc. A contract will then be executed to cover the intended contract period. The selected contractor(s) must be prepared to begin July 01, 2017.

D. Compliance with the Law and Conflict of Interest

The selection of a contractor(s) shall be accomplished in compliance with the TANF Guidelines, and other relevant rules, regulations and directives. Each contractor is required to comply with all requirements of the current and/or modified TANF Guidelines and its attendant regulations and amendments, and any other applicable Federal, State, and Local laws, regulations, and amendments.

SCPa Works, SCPa Works Program Committee, and any entity or persons, who themselves or whose organization will gain financially as a result of a decision to subcontract a particular function, service and/or activity of the TANF Youth program must abstain from participating in discussions leading up to and including the final consensus agreement or vote.

Part B

REQUEST FOR PROPOSAL FORMS

- ◆ Application for Funding Assistance
- ◆ Youth Past and Projected Service Levels Charts
- ◆ Financial System Criteria
 - Line item Budget
 - Agency/Consortium Information
- ◆ Assurances and Certification

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**SOUTH CENTRAL WORKFORCE DEVELOPMENT BOARD
TANF SUMMER/YEAR ROUND YOUTH PROGRAM SERVICES
Application for Funding Assistance
Program Year 2017 (July 1, 2017 through June 30, 2018)**

<p>ORGANIZATION:</p> <p>_____</p> <p>Organization Name</p> <p>_____</p> <p>Department/Division</p> <p>_____</p> <p>Street Address</p> <p>_____</p> <p>City State Zip Code</p> <p>_____</p> <p>Person Responsible for Proposal</p> <p>_____</p> <p>Telephone Number: FAX Number</p>	<p>TYPE OF ORGANIZATION</p> <p>_____ School District/LEA</p> <p>_____ Governmental</p> <p>_____ Federal _____ County</p> <p>_____ State _____ Local</p> <p>_____ Other (Specify) _____</p> <p>_____</p> <p>IRS Tax #: _____</p> <p>Legal Authority for Organization: _____</p>
<p>TYPE OF PROPOSAL:</p> <p>_____ New _____ Continuation</p> <p>_____ Supplement _____ Other (_____)</p>	<p>NAME OF PROPOSAL:</p> <p>_____</p>
<p>TOTAL TANF REQUESTED</p> <p>\$ _____</p>	<p>DATE of APPLICATION</p> <p>_____</p>
<p>PERIOD OF PERFORMANCE (From/To)</p> <p>July 1, 2017 through June 30, 2018</p>	<p>IDENTIFY THE POPULATION SEGMENT TO BE SERVED:</p> <p>_____</p>
<p>SCPa Works COUNTY or COUNTIES TO BE SERVED:</p> <p>_____</p>	

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

Signature of Chief Administrator	Date
Typed Name and Title	Telephone Number

TANF Youth Projected Service Levels Chart
Program Year 2017
July 1, 2017 through June 30, 2018

	TANF Youth
Number of Youth to be Served	
Number of Youth to be placed in Summer Employment	
Number of Youth to be placed in Year Round Employment Activity	
Number of Youth to be placed in a private sector paid internship	
Number of Youth to obtain a recognized industry credential	
Number of Youth placed in unsubsidized employment	

**TANF Youth Performance Outcome Chart
Past Outcomes**

Has the training program been operated before in this or any other region?

Yes _____ No _____

If yes, please provide the following Information:

Program funded by: _____

	TANF Youth
Total Number of Youth Served	
Number of Youth Placed in Summer Employment	
Number of Youth Placed in Year Round Employment Activity	
Number of Youth placed in a private sector paid internship	
Number of Youth to obtain an industry recognized credential	
Number of Youth placed in unsubsidized employment	
Total funds for program operation	
Cost per participant	

FINANCIAL SYSTEM CRITERIA:

A. Federal Funding Chart and Cost Allocation Plan

1. Complete the table below for determination of the need of the proposing organization to undergo either an organization-wide or program-specific audit. Indicate \$0 if no Federal funds have been received or anticipated to be expended in the future. If the proposing organization’s Federal funding levels fall within OMB circular guidelines necessitating an audit, it is the responsibility of the proposing entity to have one performed in accordance with the circulars.

Total Federal funds your organization received during the period: July 1, 2015 – June 30, 2016	\$
Total Federal funds, excluding this proposal, your organization plans to expend during the period: July 1, 2016– June 30, 2017	\$

2. Describe the cost allocation plan and process used by the organization to distribute both direct and indirect shared costs to the funding source that benefits from incurred expenditures. Identify the allocation base or method of documentation used in this process. Attaching a copy of a written Cost Allocation Plan that is audit compliant is acceptable (please indicate below if you are attaching a CAP).

Attach the following:

- a. List of the organization’s Board of Directors.
- b. Provide a copy of bonding agreements. All persons authorized to receive and/or deposit, and/or issue financial documents or instruments of payment of TANF funds must be bonded for the higher of \$100,000 or an amount equal to the payment during the immediately preceding grant year or planned for the present year.
- c. A certification letter signed by the legal authorized signatory of the proposing organization that the financial system and its management will account for and control the use of TANF 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. A copy of the **most recent** audit report.

B. Project Line Item Budget:

Instructions: Indicate planned project expenditures for the period Program Year 2017 (July 01, 2017 thru June 30, 2018) 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 Opportunities Act at 20 CFR667.220.

Program Year 2017 (July 1, 2017 through September 30, 2018)

Organization Name:

Expense Item	TANF Administrative Costs (Limited to 10% of combined total costs)	TANF Program Costs	Combined Total Expenditures
Staff Salaries/Wages			
Staff Fringe Benefits _____% of Salaries			
Total Salaries & Benefits			
Staff Travel			
Communications			
Facilities (incl. rent, utilities, maintenance)			
Office Supplies			
Consumable Program Supplies			
Indirect Costs _____% ICR			
Paid Wages to Participants			
Other*			
0			
Total Expenditures			
Percentage of Total Cost Category Exp. to Total Combined	%	%	100%

*Attach a description of the types of expenses included in this item. Include the planned cost for each.

- ◆ Attach a list of staff positions and the number of Full-Time Equivalent Staff assigned to and the respective salary budgeted for each position assigned to the project.
- ◆ Attach job descriptions for the budgeted positions.
- ◆ If using an Indirect Cost Rate, a copy of the approval letter from the approving cognizant agency must be attached.

**CERTIFICATION REGARDING DRUG-FREE
WORKPLACE REQUIREMENTS**

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

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

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

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

Check () if there are workplaces that are not identified here.

Name of Contractor

Name and Title of Authorized Signatory

Signature

Date

DRAFT

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements:

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

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

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

Contractor

Name and Title of Authorized Representative

Signature

Date

CERTIFICATATION REGARDING DEBARMENT, SUSPENSION AND INELIGIBILITY

Contractor:

Employer Identification Number or Social Security Number:

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

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

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

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

STATE-FUNDED CONTRACT VERIFICATION

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

Name and Title of Authorized Representative

Signature

Date

FEDERALLY FUNDED CONTRACT CERTIFICATION

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

1. The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

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

Name and Title of Authorized Representative

Signature

Date

CONCURRENCE OF THE COLLECTIVE BARGAINING AGENT

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

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

Yes _____

No _____

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

Yes _____

No _____

If no, please comment:

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

Bargaining Unit Information/Signature

Union Affiliation

Name of Union Representative Title

Signature Date

Contractor Signature:

Name of Contractor

Name and Title of Authorized Signature

Signature Date

UNION COMMENTS

NAME OF UNION: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE #: _____

UNION COMMENTS:

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Name of Union Representative

Title

Signature

Date

GRIEVANCE POLICY FOR TRAINEES/PARTICIPANTS

Grievance procedures give the trainees/participants the means to appeal any unfair labor conditions, adverse management actions and Equal Opportunity complaints while enrolling in any of the SCPa Works funded employment and/or training programs.

Grievance Procedures:

The aggrieved trainee/participant will verbally present the grievance to his/her immediate supervisor/instructor within ten (10) working days of its occurrence. The supervisor/instructor will verbally provide his/her answer within three (3) working days of the trainee/participant presentation of the grievance.

If the grievance is not satisfactorily settled verbally, the trainee/participant may submit his/her grievance in writing to the appropriate supervisor/instructor within two (2) working days of the supervisor/instructor's response. The supervisor/instructor must respond within two (2) working days of the receipt of the grievance.

If the grievance is not satisfactorily settled, the trainee must make a written appeal to SCPa Works Executive Vice President within three (3) working days of the supervisor/instructor's decision. SCPa Works Executive Vice President will reply in writing within five (5) days of the receipt of the written appeal.

At any step beyond the verbal appeal listed above, the trainee/participant may be accompanied and/or represented by an individual, including legal counsel, of his/her choice. Any such representation shall be at the expense of the trainee/participant.

At any time the trainee/participant, training site or employer may request and receive technical assistance from the Equal Opportunity Officer located at SCPa Works. All of the above mentioned procedures must be exhausted prior to filing a grievance.

I hereby agree to institute the above policy unless a suitable Contractor policy is approved and on file with the Department of Contracts & Procurement.

Contractor

Name and Title of Authorized Representative

Signature

Date