**BUSINESS EDUCATION PARTNERSHIP (BEP)**

**REQUEST FOR PROPOSALS (RFP)**

The Lackawanna County Workforce Development Board (WDB) is soliciting proposals under a Business Education Partnership grant that specifically provide a hands-on learning experience supporting career pathway development, career-based STEM (Science, Technology, Engineering & Math) applications, and innovative hands-on activities for students. Projects may be designed for students at the elementary, intermediate, and/or high school level and be designed to ensure career-related experiences and exposure opportunities for students through applied learning experiences/activities. Projects designed to increase awareness of in-demand technical careers for students, their parents, and educators in an effort to promote the value of technical education will receive stronger consideration.

A total of approximately **$40,000** is available to support direct activities **to commence on or after April 1, 2021, and conclude by October 31, 2021**. Interested parties should forward a **comprehensive proposal, in narrative format, not to exceed 8 pages**, that fully describes/explains, in detail, any activity proposed by **4:00 P.M. on Wednesday, March 3, 2021, to the address listed below**. Please provide a **one paragraph synopsis as the 1st paragraph of the narrative**. Additionally, please utilize the attached **budget form and provide a budget narrative (backup) with specific detail of any/all costs included by line item on the Budget form.** Please note that projects can be designed to serve students at the elementary, intermediate, and/or secondary school level. If the proposed activity(ies) has been conducted previously, please include all outcome data to support continuation/expansion including, but not necessarily limited to, actual numbers served versus planned, general accomplishments, product development, aftereffects, adherence to budget awards, etc. Also, if the proposed project was funded in previous years, income eligibility may be required for participating students. All successful applicants must agree to provide reports on the details of the proposed deliverables (numbers and budget reconciliation) to ensure compliance as requested.

Following the due date for submission, the Procurement Review Sub-Committee of the WDB will review each synopsis, narrative, budget, and budget narrative and make recommendations to the WDB Executive Committee for award of contract. Prior to any award, the WDB reserves the right to enter into a discussion with a selected project applicant for any reason deemed necessary including, but not necessarily limited to: the budget is not appropriate or reasonable to the described project; the budget exceeds available funding; the proposed activity(ies) is not comprehensively detailed/explained or does not meet the project scope as defined above; the applicant has not demonstrated the capability to administer/oversee/conduct the proposed activity; the applicant does not agree to the reporting requirements as defined; only a selected portion of the application is selected, etc.

**One hard copy of the proposal (narrative and budget) should be submitted in a sealed envelope to: Mr.**

**Brian Jeffers, Chief of Staff, Lackawanna County Board of Commissioners, 123 Wyoming Avenue, 6th**

**Floor, Scranton, PA 18503. An additional electronic submission should be made to Ms. Virginia Turano, Executive Director, Lackawanna County Workforce Development Board at** vturano@wiblackawanna.org.

Note: Any proposal not received by March 3, 2021, at 4:00 PM will not be reviewed. Any pages in excess

of 8 will not be reviewed. An incomplete Budget Form (see below) and/or narrative/backup will render the proposal unreviewable.

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|  **LACKAWANNA COUNTY WORKFORCE DEVELOPMENT BOARD (WDB)** |
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|  **BUSINESS EDUCATION PARTNERSHIP (BEP)** |  |   |
|  **RFP BUDGET FORM** |  |   |
|   |  |  |  |  |  |  |  |  |   |
| Proposer Name:  |   |   |   |   |   |   |   |
| Activity Title: |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   | **Budget** |   |   |
|   |   |   |   |   |   |   |   |   |   |
| Project Personnel/Salary |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| Project Personnel/Fringe Benefits |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| Travel |   |   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |   |   |
| Supplies |   |   |   |   |   |   |   |   |   |
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| Other |   |   |   |   |   |   |   |   |   |
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|   |  |  |  | **TOTAL REQUEST** |  |  |  |   |
|   |  |  |  |  |  |  |  |  |   |
| **\*\* *Failure to utilize the provided Budget Form in its entirety will result in the application being deemed non-responsive and*** |
|  ***not eligible for review.*** |   |   |   |   |   |   |   |