



LACKAWANNA COUNTY WORKFORCE DEVELOPMENT BOARD

REQUEST FOR PROPOSALS

EMPLOYMENT ADVANCEMENT AND RETENTION NETWORK (EARN) SERVICES

For the period of

July 1, 2023 - June 30, 2025

(Contingent upon continued receipt of EARN funds by the WDB)

Release Date: April 3, 2023

**PROPOSAL DUE DATE/TIME:
May 3, 2023/4:00 PM**

Mandatory Requirements:

1. All proposals must be received by the above date, time and location. **Late proposals will not be reviewed.**
2. The proposal (both narrative and fiscal sections) must be submitted as follows:
 - one original, signed hard copy with signature in blue ink to Mr. Brian Jeffers, Chief of Staff, Lackawanna County Board of Commissioners, 123 Wyoming Avenue, Scranton, PA 18503
 - one electronic copy to Ms. Virginia Turano, Executive Director, Lackawanna County Workforce Development Board at vturano@wiblackawanna.org

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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 Employment Advancement and Retention Network (EARN) services for the 24-month period of July 1, 2023, through June 30, 2025 (unless otherwise terminated due to Commonwealth of PA implementation of revised EARN Guidelines/operational procedures). 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 will be at the sole discretion of the Lackawanna County WDB. Proposers who have questions regarding this RFP may email the questions to vturano@wiblackawanna.org by 4:00 P.M. on May 3, 2023. Please be specific as to which section of the RFP the question pertains. All question received by the due date will be answered and returned via email to all entities in request of the RFP. Proposals should be forwarded as instructed above. Proposals will not be accepted after that date and time listed.

SECTION I: INTRODUCTION

The Employment Advancement and Retention Network (EARN) is designed to assist clients in their transition from public benefit receipt to the workforce. The focus of all programming is to move clients towards self-sufficiency, eliminating their need for public assistance. As the primary focus of the program is to move clients into the workforce, the program provides assistance and activities that aid in the pursuit of this goal.

The purpose of this Request for Proposals (RFP) is to identify professional organizations with the knowledge, capability, and capacity to provide comprehensive case management, career planning/goal setting guidance, training and credentialing, and job search/placement services through the Commonwealth of Pennsylvania's Department of Human Services EARN program, as a partner in the Commonwealth of PA's One-Stop system of operation, operating locally as the PA CareerLink® Lackawanna County. This RFP solicits competitive, sealed proposals for the provision of a broad range of services as defined in the EARN Policies and Procedures Manual and any/all subsequent Commonwealth of Pennsylvania directives for the period commencing July 1, 2023 through June 30, 2025 with a possible 2-year extension to June 30, 2027, based on successful performance and continued receipt of EARN funds from the PA Department of Human Services.

SECTION II: GENERAL INFORMATION

11.1 General Information

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.

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, case management services and/or any other activities funded by the PA Department of Human Services (DHS) are obtained efficiently and economically and to provide for complete, free, and open competition in the selection of contractor(s.)

The Lackawanna County WDB will award one contract for the comprehensive delivery of EARN services to be administered through the PA CareerLink® Lackawanna County, located at 135 Franklin Avenue in downtown Scranton, PA. Any/all subcontractor staff must be based at the local One-Stop Center.

11.2 Available Funds

A. The total funding for planning purposes for the provision of EARN services during the initial 12-month service period is approximately \$500,000 based on funding availability under the current DHS local area funding allotments. Subsequent periods will be negotiated based on the Lackawanna County WDB's Program Year allocation(s).

B. All proposals must demonstrate the ability and define service provision to attain

any/all DHS mandated benchmarks.

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. Given that it is the intent of all components funded through this Agreement to offer assistance to those in need of employability and training services and to those most able to benefit from such services, proposers are responsible for demonstrating familiarity with applicable laws, rules and regulations and applying them in developing the RFP response. Information on PA Department of Human Services rules and requirements can be found at www.dhs.pa.gov.

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 an EARN operator, one of the most important assets includes the employment of quality staff that possess institutional knowledge and continuity to the needs of the overall program objectives and outcomes. The selected operator is 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 proposer, as a result of this RFP, will be subject to, at a minimum, monthly evaluation of their delivery system. Proposers may be asked to provide additional information at the time of this evaluation or at any other time.

II.4. Governing and Provisions Limitations

Programs and activities solicited via this RFP are governed by the policies and procedures as established by the PA Department of Human Services. 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. 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.
- To reject all Proposals and re-issue the RFP at any time prior to execution of the Agreement; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially

different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.

- The Lackawanna County WDB reserves the right to supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of the Agreement.
- 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 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 that will be negotiated or re-negotiated based on future changes.
- The Lackawanna County WDB reserves the right to reject the proposal of any Proposer that, in the WDB's sole judgment, has been delinquent or unfaithful in the performance of any contract with the County, is financially or technically incapable, or is otherwise not a responsible Proposer.
- 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 times 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. Brian Jeffers, Chief of Staff, Lackawanna County, 123 Wyoming Avenue 6th Floor, Scranton, PA 18503.

II.6. Proposal Questions

A. Proposers who have questions regarding this RFP may email the questions to vturano@wiblackawanna.org by 4:00 P.M. on April 13, 2023. Please be specific as to which section of the RFP the questions pertain. All questions received will be answered and returned to any/all entities in request of this RFP.

II.7. Procurement Process Timeline

A. The following is the timeline guide for the procurement of services and activities for the period commencing July 1, 2023, through June 30, 2025.

Public Notification & RFP Issue Date	April 2, 2023 & April 7, 2023
Questions on RFP Due Date/Time	April 13, 2023; 4:00 P.M.
Proposals Due Date/Time	May 3, 2023; 4:00 P.M.
WDB Procurement Review Sub-Committee Review of Proposals with Award Recommendation	Tentative: May 15-19, 2023
WDB Executive Committee Review of Recommendation and Award Approval	Tentative – May 22-26, 2023
Full-WDB Ratification of Award	June 8, 2023
Notification of Awards	June 9, 2023
Contract Implementation Start	July 1, 2023

II.8. Proposal Submission

A. To be considered, complete proposals must be submitted as follows: One hard copy original with signature(s) in blue ink to the address listed below (Section C) and one electronic submission to vturano@wiblackawanna.org no later than 4:00 PM on May 3, 2023.

B. Late proposals will not be considered.

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

Mr. Brian Jeffers
Lackawanna County Chief of Staff
123 Wyoming Avenue 6th Floor
Scranton, PA 18503

D. 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 award determination. The Lackawanna County full Board will ratify the final determination at its next regularly scheduled meeting. 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.

E. 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, following the format entitled "Merit Review Criteria", Section III.1 C.

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.

E. **Page Limit:** The proposal narrative must not exceed **18 pages**, including executive summary, table of contents, responses to the Merit Review Criteria, and any additional charts, graphs, maps, photographs, and any other material. **Evaluators will review only the number of pages specified in the preceding sentence.**

F. **Number of Copies:** One (1) complete hard copy original, with signature(s) in blue ink, of the authorized signatory, plus one (1) electronic submission. Any proposal lacking either submission 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 Criteria

A. Submission Documents

- Cover Page (Attachment A) with authorizing signatures (in blue ink)
- Checklist (Attachment B)
- Project Summary (1 Page)

- The name of the Applicant
- Appropriate title
- Description of the proposed service/activities
- Project point of contact with contact information
- Table of Contents
- Project Narrative/Merit Review Criteria
- Budget (Attachment C)
- Budget Justification
- Statement of Compliance (Attachment D)

The Cover Page, Checklist, and Budget Form are included as Attachments to this document. **The project narrative must be formatted to clearly address each of the Merit Review Criteria that follows (Section C).** Provide sufficient information so that reviewers will be able to evaluate the proposal in accordance with these merit criteria.

B. Internal Review Criteria

Prior to comprehensive merit evaluation, executive level staff to the Lackawanna County Workforce Development Board will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed activity is responsive to the Merit Review Criteria as formatted below (Section C).

C. Merit Review Criteria

The comprehensive merit evaluation will be conducted by a team of Workforce Development Board (WDB) members and/or community workforce leaders sitting as members of the WDB's Procurement Review Sub-Committee who will score the proposals based on the degree to which the proposal addresses the following required criterion:

Criterion 1: Project Approach and Management Plan (17 Points)

- Describe the organizational capacity of the proposing entity including the following (**3 points**):
 - type, size, and organizational structure (an organizational chart, as it pertains to an EARN project, should be included as an attachment not countable toward the page limit). Indicate, if appropriate, whether your organization is a small or minority-owned business.
 - mission and philosophy as it relates to the operation of the programs listed in this RFP.
 - past history and experience, if any, in providing EARN services.
 - past performance, if any, as it relates to the provision of EARN programs and services including any applicable data such as 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.
 - Listing of your Board of Directors and Chief Officers (should be included as an attachment not countable toward the page limit).
- Describe the staffing plan that will be implemented. (A staffing flow chart

with related job descriptions and any current staff resume's should be included as an attachment not countable toward the page limit) **(3 points)**.

- Describe tools, processes, and procedures that will be implemented to successfully deliver services **(2 points)**.
- Describe the proposer's technological capabilities to effectively and efficiently utilize a fully-designed computerized system, such as CWDS, and/or DHS enrollment customer tracking and case management system essential to the operation of EARN programs **(2 points)**.
- Describe the proposer's knowledge of EARN program policies and procedures including rules, regulations, mandates/requirements as defined in the most recently published EARN Program Policy and Procedures manual **(6 points)**.
- Describe ability to generate fiscal invoices and programmatic data and summary reports from your organization's computerized systems (including monthly and/or quarterly reports) **(1 points)**; and

Criterion 2: Program/Service Design (51 Points)

- Understanding that all eligible clients are referred from the Lackawanna County Department of Human Services Public Assistance Office, describe the process that will occur on client's first entry **(5 points)**.
- Discuss your understanding of the enrollment process through utilization of the Commonwealth Workforce Development System (CWDS). What is the required time frame for data entry? **(3 points)**.
- Discuss your understanding of the required Agreement of Mutual Responsibility (AMR). What is the weekly hourly requirement for participants? Discuss both Core and Non-Core Hour requirements. **(4 points)**.
- Describe the qualifications of proposed staff, in relation to the provision of EARN services (as listed in previously described staffing pattern) **(2 points)**.
- Discuss an appropriate Service Plan including, but not necessarily limited to, the needs, employment, and training goals of the client and his/her household through provision of intensive case management, training options, career planning, family services, etc. **(8 points)**.
- Describe the overall design, service strategy, and customer flow of an appropriate EARN project. In addition to the narrative description, include a chart that provides a visible picture of the typical flow of an EARN client from program entry to exit/retention **(11 points)**.
- Describe any/all retention strategies to be implemented **(5 points)**.
- Describe any experience in file development, organization, file monitoring, etc. to ensure compliance with EARN mandates including an anticipated case management structure **(2 points)**.
- Describe a process ensuring linkages with vocational training providers in the local workforce area **(3 points)**.
- Discuss a knowledge of the provision of incentives and supportive services for EARN clients **(5 points)**.
- Provide a description of the knowledge of and capability to participate in the PA CareerLink® Lackawanna County One-Stop System Incorporation Design including, but not necessarily limited to:
 - locating staff on-site at the One-Stop Center as part of the

Center's Resource Sharing Agreement (RSA) (with yearly costs customarily \$5,500 - \$5,600 per annum per assigned staff person);

- describe commitment to provide back-up support for PA CareerLink® Site Reception Area

(3 points).

Criterion 3: Program Service/Delivery (7 Points)

- Provide an overall technical description of your organization, including the following:
 - knowledge of computer hardware packages, specific software used, and other technological capacities;
 - computerized system used for tracking customers and case management of EARN 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; and
 - ability to generate fiscal and programmatic data and summary reports from your organization's computerized systems (including monthly and quarterly reports).

(5 points)

- Include a statement of assurance that the contractor will comply with any/all Federal, State or local monitoring procedures as allowable under and mandated by PA Department of Human Services **(1 point)**.
- Please discuss your system processes to ensure that all programmatic and fiscal data and hard records are properly secured **(1 point)**.

Criterion 4: Fiscal Accountability (10 Points)

- 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;
 - qualifications of 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; and

- financial management system description and a demonstrated ability to comply with applicable OMB Circulars, FAR, and DJHS Regulations.
 - Cost Allocation Plan
- (10 points)**

Criterion 5: Budget Form and Budget Justification (15 Points)

- Provide a complete budget utilizing the Budget Form as provided in this RFP package **(5 points)**.
- Provide a detailed line-item budget justification. You must provide a detailed breakout of quantity, cost, and narrative to support each line item of the budget reflective of the scope of the project including program management costs, staffing and operational costs, anticipated participant costs, PA CareerLink® Lackawanna County RSA costs, other costs, any indirect costs, etc. **(10 points)**.

Note: 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 an EARN service provider 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. An award will be made based on best overall value to result in the most advantageous alternative to the Lackawanna County WDB and EARN customers.

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.
- Award of Contract 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 and EARN Policies and Procedures.
- 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.

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 4:00 P.M. on Thursday, May 30, 2019;
- b. Include one (1) original, signed hard copy (blue ink) and one electronic copy via email to vturano@wiblackawanna.org;
- c. Be complete with required Cover Sheet (Attachment A) signed in blue ink;
- d. Be complete with required Checklist (Attachment B)
- e. Be submitted by an eligible proposer as described in Section 11.3.A, Qualifications for Proposers
- f. Addresses the proposal requirements contained in Section III, Specific Instructions
- g. Includes a detailed budget submitted on the provided Budget Form Attachment C);
- h. Includes a detailed, line-item Budget Justification with narrative descriptions;
- i. Includes a signed copy of Compliance (Attachment D)

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 two 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 two 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 and **may** hear oral presentations and address related questions to proposers, if determined 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. Further, the Lackawanna County Full Board will ratify the decision of the Executive Committee at its next regularly scheduled meeting.

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.

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 EARN programs can be accessed via the Internet. Information is available PA Department of Human Services website at www.dhs.pa.gov.

This is not to be construed as the 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. 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

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.

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 Lackawanna County 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. Proposer must attest 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 (Attachment D). Further, the proposer understands the audit and audit resolution requirements as detailed in the OMB circulars.

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 an EARN 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 budget should be submitted for the 12-month initial period from July 1, 2023, through June 30, 2025. The administrative budget needs to reflect the costs of the administration/project management of the project. An itemized budget is required which identifies both the total administrative as well as programmatic costs that will be charged the grant.

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 staff or Independent Monitor, PA Department of Human Services staff, or any other applicable entities or 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 be an amount equal to the largest single amount drawn under the grant during the last program year, or whichever is higher. 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 EARN funds in accordance with local WDB 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 DHS established policies.

11. Additional Specific Guidance

A. Facilities: Adequate facilities are in place to house existing operations. The selected EARN 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 E** is the current PY 2018 PA CareerLink® Resource Sharing Agreement Budget (RSAB) 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.

The Lackawanna County WDB has established a dedicated classroom on-site at the One-Stop Center for specific usage by EARN clients. This area provides a private, computer-equipped space for job search activities, credentialing, and case management that is staffed by EARN employees. **The cost of the space is \$24,000 per annum (billed quarterly), above and beyond those Operating Budget staffing costs. Please ensure that these costs are included in the submitted budget and budget justification.**

B. Furnishings and Equipment: Sufficient equipment is in place for operation at the PA CareerLink® Site, including fax machines, telephones, furniture, copiers, and computer systems. The equipment is the property of the contracting WDB. Software updates and changes may be requested 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. 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 awarded 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 Lackawanna County WDB administrative staff, at a minimum, on a quarterly basis. Additional meetings with the Lackawanna County WDB Staff will be scheduled, if needed, for the purpose of an exchange of information regarding all performance and fiscal information reflecting the current and projected status of the EARN program and services.

E. The following information may be requested 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 organizations current by-laws, if applicable
- A copy of the proposer's travel reimbursement policies, if travel funds are requested,
 - 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 subsequent provider.
 - Proposers may not charge individuals eligible for EARN programs a fee for any service.
 - A copy of the most recent PA CareerLink Operating Budget (formerly Resource Sharing Agreement Budget) for the PA CareerLink® Lackawanna County site is attached for reference.

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 approved by WDB. The deadline for each month's financial report will be the 8th 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. Award of Performance Funds

Based on the performance of the awarded EARN provider, the local WDB will be awarded performance funds from the PA Department of Human Services. The EARN

provider will have the opportunity to request performance funds from the WDB during the course of any given program year period for supplement service provision and staffing costs directly related EARN client activity.

SECTION VI: GENERAL CONTRACT PROVISIONS

For pre-determination purposes, the Proposer is hereby informed that the following provisions will be included in any awarded financial agreement. If the Proposer cannot adhere to the provisions, as stated, the Proposer is discouraged from responding to this RFP. Submission of a proposal inherently suggests compliance.

VI.1 Retention of Record.

The Proposer will agree 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.

VI.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.

VI.3. Out of District Travel

The Proposer agrees, in all instances, to obtain prior approval from the Lackawanna County WDB 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.

VI.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 \$1,000 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 \$1,000 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 \$1,000. The Proposer shall be provided with property identification tags by the Lackawanna County WDB for all tangible personal property valued in excess of \$1,000.

VI.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.

VI.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.

VI.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.

VI.8. Warranty

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 policies and procedures as set forth by the PA Department of Human Services and any/all applicable federal and state regulations presently in existence or hereinafter enacted or promulgated.
- 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 state and 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 may be providing services to youth, Proposer shall require staff members to obtain Act 34, Act 151, and Act 153 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 it is illegal for an employer to make any employment decision because of a person's race, color, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age (40 or older), disability, or genetic information.

J. The Proposer agrees to register only those clients determined eligible by the Lackawanna County Department of Human Services Public Assistance office. 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 enrollment of an ineligible participant for EARN 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.

K. 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.

VI.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*.

VI.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 Lackawanna County 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.

VI.11. Audit

The Proposer agrees to contract for and submit to the Lackawanna County 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.

VI.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.

VI. 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.

VI.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 A
COVER SHEET

EARN Services Proposal

July 1, 2023 - June 30, 2025

1. Proposer Name: _____

2. Mailing Address: _____

3. Physical Address (if different): _____

4. Contact Person/Title: _____

5. Telephone Number: _____

6. Email Address: _____

6. Tax/Legal Status:

Unit of Government

State

County

City

Public, Non-Profit

Private, Non-Profit

Other: _____

Federal EIN: _____

AUTHORIZING SIGNATURE: _____ Date: _____

Printed name as Signed: _____

ATTACHMENT B

CHECKLIST

EARN Proposal Checklist

July 1, 2023 - June 30, 2025

Proposer Name: _____

- Proposal Cover Page (Attachment A)
- Proposal Checklist (Attachment B)
- Project Summary
- Table of Contents
- Proposal Narrative/Merit Review Criterion

Criterion 1: Project Approach and Management (possible point award: 17)

- Narrative for 6 Bullets
 - Organizational Chart
 - Staffing Flow Plan with Job Descriptions
 - List of Board of Directors and/or Chief Officers
 - Statement of Fiscal Viability

Criterion 2: Program/Service Design (possible point award: 51)

- Narrative for 11 Bullets

Criterion 3: Program Service Delivery (possible point award: 7)

- Narrative for 3 Bullets

Criterion 4: Fiscal Accountability (possible point award: 10)

- Narrative for 1 Bullet

Criterion 5: Budget Form (Attachment C) and Budget Justification (possible point award: 15)

- Budget Form
- Budget Justification

- Compliance Statement (Attachment D)

REQUEST FOR PROPOSALS (RFP)

EARN SERVICES

RELEASE DATE: April 3, 2023 DUE DATE: May 3, 2023

ATTACHMENT C - BUDGET FORM

Program Year: July 1, 2023 through June 30, 2024

Instructions: Indicate planned project expenditures for the one-year program year period of this proposal. Complete all applicable categories of fund request. Any category completed must be comprehensively detailed in the required Budget Justification.

Organization Name: _____

	EARN Projected Budget
Funding Available:	\$500,000
ADMINISTRATION/PROJECT MANAGEMENT	
Staff Salaries & Fringe Benefits	
Operational Expenses (e.g. travel, postage, printing, etc.)	
Other Costs (Explain in Budget Justification)	
Admin Indirect Costs	
CAREER & SUPPORTIVE SERVICES	
Program Staff Salaries & Fringe Benefits	
Program Operational Expenses (e.g. travel, postage, printing, etc.)	
Other Program Expenses	
Needs Related Payments	
Supportive Services Costs	
Incentive Costs	
Program Indirect Costs	
OTHER	
Resource Sharing Agreement	
TRAINING SERVICES	
Tuition Payments/ITAs	
On-The-Job Training (OJT) Reimbursements	
Work Experience (Youth Only)	
Skill Upgrade & Retraining/Customized Training	
Adult Education & Literacy	
Incumbent Worker Training	
Apprenticeship Training	
Other Training Expenses	
TOTAL BUDGET	

ATTACHMENT D
Statement of Compliance
EARN Services Proposal
July 1, 2023 - June 30, 2025

Attesting as legal signatory for the _____, I
(Legal name of Proposing Entity)
hereby ensure compliance with the following:

- As of submission of this proposal, there is no known Conflict of Interest to report.
- The financial system and its management will account for and control the use of *Employment Advancement and Retention Network (EARN)* funding as financed through this proposal in accordance with Generally Accepted Accounting Principles, Office of Management and Budget circulars, and all other rules and regulations governing these funds. Further, the proposer understands the audit and audit resolution requirements as detailed in the OMB circulars. All expenditures will be competitive, cost-efficient, and have direct benefit to the program.
- All RFP stated General Contract Requirements/Quality Assurance Requirements (Section V).
- ALL RFP stated General Contract Provisions (Section VI).

Signature: _____

Printed Name: _____

Date: _____