

Appendix A

Information included in the Master Agreement includes, but is not limited to:

- ≈ Record retention for up to 6 years
- ≈ Discrimination
- ≈ Health and Safety
- ≈ Use of Property
- ≈ Federal, State, and Local Taxes
- ≈ Sexual Harassment Policy
- ≈ Audit Requirements
- ≈ Evidence to establish authority of signer
- ≈ Equipment and Supplies
- ≈ Allocation of funds in excess of reasonable requirements
- ≈ Promotional Materials
- ≈ Termination of Agreement
- ≈ Grievance Procedure
- ≈ Conflict of Interest
- ≈ Copyrights
- ≈ Integration Clause
- ≈ Indemnification Clause
- ≈ Standards of Work
- ≈ Payment of Interest
- ≈ Sectarian Activities
- ≈ Compensation
- ≈ Scope of Service
- ≈ Time of Performance
- ≈ Subcontracts
- ≈ Term of Agreement
- ≈ Performance Stipulations

Other specific laws and regulations included within the master agreement:

- ≈ [Title VI of the Civil Rights Act of 1964](#)
- ≈ [Section 504 of the Rehabilitation Act](#)
- ≈ Non-Profit Organizations – [Cost Principles](#)
- ≈ Non-Profit Organizations – [Indirect Costs](#)
- ≈ Non-Profit Organizations – [Administrative Req](#)
- ≈ State & Local Governments – [Cost Principles](#)
- ≈ State & Local Governments – [Indirect Costs](#)
- ≈ State & Local Governments – [Administrative Req](#)
- ≈ [General Fiscal and Administrative Rules](#)
- ≈ [Buy American Act](#)
- ≈ [Audits of States, Local Governments and Non-Profit Organizations](#), where applicable
- ≈ [Nondiscrimination in Federally Assisted Programs of the Department of Labor](#)
- ≈ [Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance](#)
- ≈ [Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA](#)
- ≈ [Equal Employment Opportunity in Apprenticeship and Training](#)
- ≈ [Right to Know Law](#)
- ≈ [Regulations Governing the Employment of Minors in Industry](#)
- ≈ [PA Minimum Wage Act of 1968](#)
- ≈ [Workforce Innovation and Opportunity Act](#)
- ≈ [Lobbying or Fundraising with Federal Funds](#)
- ≈ [Age Discrimination Act of 1975](#)
- ≈ [Title I of the Education Amendment of 1972](#)
- ≈ Educational Institutions – [Cost Principles](#)
- ≈ Educational Institutions – [Indirect Costs](#)
- ≈ Educational Institutions – [Administrative Req](#)
- ≈ Profit Making Commercial Firms – [Cost Principles](#)
- ≈ [Administrative Requirements](#)
- ≈ [New Restrictions on Lobbying](#)
- ≈ [Government Debarment and Suspension](#)
- ≈ [Protection of Religious Liberty of DOL Social Service Providers and Beneficiaries](#)
- ≈ [Nondiscrimination on the Basis of Handicap in Programs or Activities Receiving Federal Financial Assistance](#)
- ≈ [Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance](#)
- ≈ [Labor Standards for the Registration of Apprenticeship Programs](#)
- ≈ [Transparency Act](#) and [Amendments](#)
- ≈ [Child Labor Law](#)
- ≈ [Fair Labor Standards Act](#)
- ≈ [Davis Bacon Act](#)
- ≈ [Americans with Disabilities Act](#)

**** Any questions about items or hyperlinks for items included in the Master Agreement can be submitted during the QA period and will be answered as defined in the Procurement Timetable****

SAMPLE RFP TRANSMITTAL LETTER

(Date)

West Central Job Partnership, Inc.
217 West State Street – Third Floor
Sharon, PA 16146

ATTENTION: Proposal Review Team

Enclosed is *(Name of Organization)*'s response to West Central Job Partnership's Request For Proposal Number *(RFP Number)*, issued *(Date RFP Issued)*, for *(Training or Services Requested)*.

(Name of Organization) agrees to be bound by all of the provisions of this proposal, as submitted, for a period of at least ninety (90) calendar days from the date of this submission.

Sincerely,

(Type the Name and Title of Each Person Signing the Letter)

NOTE: *(The Letter Must Be Signed by the Person or Persons Authorized to Bind the Proposer to the Proposal's Provisions)*

FINANCIAL PLAN

RFP IDENTIFYING INFORMATION

RFP NUMBER _____

DATE RFP ISSUED _____

SERVICES REQUESTED _____

PROGRAM YEAR _____

FISCAL CONTACT INFORMATION

NAME AND TITLE OF CONTRACTOR'S FISCAL CONTACT PERSON

CONTRACTOR'S NAME

IRS NUMBER: _____

CONTRACTOR'S MAILING ADDRESS

E-MAIL ADDRESS _____

TELEPHONE NUMBER _____

FAX NUMBER _____

BUDGET SUMMARY

A. COST OF THE PROJECT

- | | |
|--|----------|
| 1. Program Costs | \$ _____ |
| 2. Administrative Costs | \$ _____ |
| 3. Project Income/Profit | \$ _____ |
| 4. Indirect Costs: _____% ICR (include copy of rate agreement) | \$ _____ |
| TOTAL COST OF THE PROJECT | \$ _____ |

B. COST ANALYSIS

- | | |
|---|----------|
| 1. Administrative Costs as % of Total Cost of the Project | _____ % |
| 2. Project Income/Profit as % of Total Cost of the Project | _____ % |
| 3. Cost Per Participant* | \$ _____ |
| * Total Cost of the Project divided by estimated number of participants to be served. | |
| 4. Cost Per Participant Entering Employment** | \$ _____ |
| ** Total Cost of the Project divided by estimated number of participants to be placed in employment
If placement in employment is not a planned outcome of participation in the project, enter NA . | |

C. FUNDING SOURCE ANALYSIS

- | | |
|---|----------|
| 1. Funds Requested from the Issuing Agency | \$ _____ |
| 2. Funds Contributed by the Contractor and/or Other Sources | \$ _____ |

Identify source and indicate if contribution is cash or in-kind services

Amount

- | | |
|-------|----------|
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |
| _____ | \$ _____ |

- | | |
|--|---------|
| 3. % of Total Cost of the Project Contributed by the Contractor and/or Other Sources | _____ % |
|--|---------|

BUDGET DETAIL
RFP Budget Worksheet

Expense Item	Administrative Costs	Program Costs	Combined Total Expenditures
PERSONNEL			
Salaries and Wages	\$	\$	\$
Payroll Taxes			
FICA/Medicare	\$	\$	\$
Worker's Compensation	\$	\$	\$
Unemployment Compensation	\$	\$	\$
Fringe Benefits	\$	\$	\$
Staff Development	\$	\$	\$
Staff Travel @ _____ ¢ per mile	\$	\$	\$
OCCUPANCY			
Insurance	\$	\$	\$
Maintenance	\$	\$	\$
Rent	\$	\$	\$
Security	\$	\$	\$
Utilities	\$	\$	\$
COMMUNICATIONS			
Internet Service	\$	\$	\$
Postage	\$	\$	\$
Telephone	\$	\$	\$
OPERATIONS			
Advertisement/Marketing	\$	\$	\$
Audit/Accounting	\$	\$	\$
Consumable Program Supplies	\$	\$	\$
Equipment Maintenance	\$	\$	\$
Furniture & Equipment	\$	\$	\$
Legal Services	\$	\$	\$
Office Supplies	\$	\$	\$
Outside Services	\$	\$	\$
Software	\$	\$	\$
Technical Support	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
Other:	\$	\$	\$
INDIRECT COST/PROFIT			
Indirect Cost	\$	\$	\$
Profit	\$	\$	\$
TOTAL BUDGET	\$	\$	\$

INITIAL EVALUATION

A proposal must meet all of the evaluation criteria listed below to be considered responsive. Those not meeting any one of the criteria may be rejected without further consideration.

EVALUATION CRITERIA	CRITERION MET	
	YES	NO
The proposal was postmarked or hand delivered by the time and date specified in the RFP cover letter.		
The Financial Plan was submitted separate from and no cost or price data was contained in the Technical Plan.		
Copies of both the Technical Plan and the Financial Plan were submitted in the quantity specified in the RFP.		
Both the Technical Plan and the Financial Plan are presented in the format specified in the RFP		
A Transmittal Letter accompanied the proposal binding the contractor to all of the proposal's provisions for a period of, at least, ninety (90) calendar days from the date of submission.		
The proposal includes a Management Summary that indicates that the contractor provides a clear and concise description of the project.		
One copy of a certified audit of the contractor's financial statement was submitted with the proposal or a Certified Public Accountant has attested that there are no material weaknesses in the contractor's internal control structure.		
All documents relative to this proposal have been signed by an individual authorized or empowered to do so.		
Area(s) where services will be provided are defined in the proposal.		
A signed and dated <u>Agency Information Form</u> is attached from the contractor and, if applicable, from each listed subcontractor.		
A signed and dated <u>Certification Regarding Debarment, Suspension, and Eligibility</u> is attached from the contractor and, if applicable, from each listed subcontractor.		
A signed and dated <u>Lobbying Certificate Form or Lobbying Disclosure Form SF-LLL</u> is attached from the contractor and, if applicable, from each listed subcontractor.		
A signed and dated <u>Drug Free Workplace Requirements Certification</u> is attached from the contractor and, if applicable, from each listed subcontractor.		
A signed and dated <u>Equal Opportunity Assurance</u> is attached from the contractor and, if applicable, from each listed subcontractor.		
RFP #: _____ Proposal Submitted By: _____ Name of Evaluator: _____ Date Evaluated: _____		

Technical Evaluation Questions

	Heavily Weighted	Standard Weighted
The proposal did not respond to the question or the response failed to meet any part of the RFP requirement.	0 points	0 points
The proposal's response to the question requires modification or clarification and/or only partially meets the RFP requirements	5 points	3 points
The proposal's response to the question was clear, concise, and complete and meets the RFP requirement fully	10 points	5 points

MAGAGEMENT SUMMARY	(Heavy – 20 points maximum)	Points	Comments
Does the Management Summary present a clear and concise description of what the project intends to accomplish and how the project will accomplish it?			
Is the estimated total number of participants to be served of sufficient size to make a noticeable difference in the quality of the local workforce or to justify the expenditure of limited program funds?			
GENERAL QUALIFICATIONS	(Standard – 20 points maximum)	Points	Comments
Is the proposer licensed and/or accredited by appropriate Commonwealth department to conduct business in PA?			
Does the proposer have prior experience in performing services that are the same or highly similar to those requested in the RFP?			
Does the contractor have prior experience in serving the type of participants identified in the RFP?			
Does the proposal contain evidence of satisfactory outcomes of or client satisfaction with services performed by the proposer and includes references that can verify the quality of the proposers work?			
PROJECT OBJECTIVES	(Standard – 15 points maximum)	Points	Comments
Do the Project Objectives relate directly to the needs identified by the proposer?			
Are the Project Objectives stated in measurable or quantifiable terms that can be used to assess the contractor's performance?			
Are the Project Objectives consistent with the Project Outcomes required in the RFP?			
PROJECT ACTIVITIES	(Heavy – 80 points maximum)	Points	Comments
Does the proposal's overall description of Project Activities reflect the requirements described in the RFP?			
Does the proposal's description of Project Activities address all of the required Project Elements required in the RFP?			
Does the proposal provide sufficient assurance that the Project Activities will produce the Project Outcomes required in the RFP?			
Is the need for each of the proposed Project Activities justified in terms of achieving the contractor's stated Project Objectives?			
Is the manner in which each activity is offered or conducted, including scheduling and frequency, adequate to achieve stated Project Objectives or attain required Project Outcomes?			

Does the proposal specify qualitative and quantitative performance standards that the participant must meet to demonstrate satisfactory completion of each activity?		
Does the proposal describe how a participant's attendance will be monitored and reported and individual performance will be assessed?		
Does the proposal demonstrate a clear relationship between the performance standards, the assessment process, and the stated project objectives related to the activity?		
PERSONNEL ASSIGNED (Standard – 10 points maximum)	Points	Comments
Does the number of staff members assigned or the number of work hours budgeted appear sufficient to perform the required services satisfactorily (<i>i.e., achieve the project objectives</i>), but not excessive?		
Does the proposal demonstrate that the personnel assigned to the proposed project will possess the requisite technical skills needed to perform the work satisfactorily, as documented by resumes?		
PHYSICAL FACILITIES (Standard – 15 points maximum)	Points	Comments
Is there sufficient assurance that the physical facilities described in the proposal will be available for use on a more or less continuous basis during the life of the project?		
Is there sufficient assurance that the physical facilities described in the proposal are adequate to meet participants' needs?		
Is there sufficient assurance that the physical facilities described in the proposal are safe and sanitary and accessible by persons with disabilities?		
ORGANIZATIONAL SUMMARY (Standard – 15 points maximum)	Points	Comments
Does the proposal indicate the proposer's organization exists for the purpose of performing services similar to those requested in the RFP?		
Does the proposal show that the proposer has been engaged in the conduct of activities closely related to those in the RFP for a reasonable period of time?		
Does the proposal indicate that the proposer's organization is located, staffed, and structured in a manner that assures the project will receive adequate, day-to-day oversight and management?		
TOTAL POINTS		175 possible total points

RFP #: _____ Proposal Submitted By: _____

Name of Evaluator: _____ Date Evaluated: _____