

REQUEST FOR PROPOSAL

RFP NUMBER
NW145 #16-03

For:

**Temporary Assistance For
Needy Families (TANF)
Summer Youth Program
And
Year-Round Youth Program**

Issue Date: March 7, 2017

Deadline for Submission of Proposals: March 31, 2017

Submit Proposals To:
West Central Job Partnership
217 West State Street – Third Floor
Sharon, PA 16146
Attention: TANF Summer Youth Program

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Section 1: REQUEST FOR PROPOSAL

1.1 Introduction

West Central Job Partnership, Inc (WCJP) Administrative Division is issuing this Request For Proposal (RFP) to interested and qualified youth service providers to operate a summer youth employment program from May 22, 2017 through September 30, 2017, and year-round youth employment related activities from October 1, 2017 to June 30, 2018. The programs should be designed to serve low-income youth, ages 16 to 18 years age, who reside in Lawrence and Mercer Counties. Respondents are invited to submit proposals in accordance with the instructions of this RFP.

This RFP aims to receive a wide variety of innovative proposals that best meet the needs of low income youth in the workforce development system in the West Central Workforce Development Area (WDA).

1.2 Project Overview

This RFP solicits proposals for two distinct and separate programs: TANF Summer Youth Program; and TANF Year Round Youth Program. The successful bidder will be responsible for providing both TANF Summer and TANF Year Round programs in BOTH counties, however, separate contracts will be negotiated for Summer and Year Round programs. This solicitation is based on anticipation of funds to be awarded by the PA Department of Human Services. Contracts will be negotiated only upon the actual availability and receipt of the requested funds.

TANF Summer Youth Program (Anticipated dates: 05/22/17 to 09/30/17)

Successful bidders will be expected to provide meaningful summer work experiences for teens and young adults in a range of high-growth industries and occupations. Each provider will manage and support a cohort of young adults throughout the summer program, including intake, orientation, work readiness training, and the work experience itself. WCJP expects the successful bidder to partner with organizations that have the drive, expertise and capacity to run a comprehensive program that will successfully engage both young adults and local businesses.

TANF Year Round Youth Program (Anticipated dates: 10/01/17 – 06/30/18)

Successful bidders will be expected to design program activities that blend information and instruction designed to prepare youth/young adults, with little or no significant work history, for entry into the world of work and to increase a participant's understanding of basic employment rules and requirements and employer expectations.

The program should be designed provide multiple workshops/activities during the contract period to assist youth regarding:

- career exploration based on interest and aptitudes; selection of a career goal
- employment opportunities in the local area, education and/or credentials needed, entry level wages, working conditions
- training providers in the local area offering programs that offer credentials for career choice

- financial literacy including creating budgets, initiate checking and savings accounts at banks, student loans, making informed financial decisions, etc. (a link to the full definition will be included later in this RFP)
- work readiness skills (“soft skills”) including employer expectations of showing up on time, proper way to call off work, importance of team work, social media missteps, etc.
- work-based learning opportunities at local employers in order to gain work experience for their resumes

The program should help students develop a “roadmap” and establish a set of benchmark goals that lead youth participants to informed decisions on classes to take while in high school that relate to their career choice, taking the SAT exam, etc. The services provided are expected to motivate and engage youth participants and help them transition to enrollment in post-secondary education or to entry-level employment.

1.3 Target Population to Be Recruited

The program will target 60 youth (30 in Lawrence and 30 in Mercer) 16 to 18 years of age enrolled in 11th or 12th grade or drop-outs/disconnected youth whose is a member of a family receiving TANF or whose family income is at or below 235% of the most recent Poverty Guidelines. Youth must be no older than 18 years of age at the time of the first scheduled activity.

1.4 Who May Apply

Non-profits, community-based and faith based organizations, educational institutions, trade associations or unions, apprenticeship and pre-apprenticeship organizations are welcome to apply. Private for profit companies may also apply, but the Fiscal Agent reserves the right to negotiate any profit separately from the program costs. The successful bidder is expected to provide services in both programs (TANF Summer AND TANF Year Round) in BOTH Lawrence and Mercer Counties.

1.5 Procurement Timetable

DATE	EVENT/ACTIVITY
March 7, 2017	WCJP releases RFP to potential bidders; Q&A period opens <ul style="list-style-type: none"> - RFP becomes active - Bidders may submit inquiries for RFP clarification
March 14, 2017	Bidder Question period closes, 12:00 noon (for inquiries on RFP clarification) <ul style="list-style-type: none"> - No further inquiries for RFP clarification will be accepted
March 17, 2017	WCJP provides final vendor question & answer document on wcjp.org (estimated)
March 31, 2017	Deadline for bidders to submit proposals to WCJP, no later than 12:00 noon. <ul style="list-style-type: none"> - This is the proposal opening date, beginning the WCJP process of proposal review.
May 18, 2017	WCJP issues award notification letter (estimated) <ul style="list-style-type: none"> - Bidders that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for the

	award.
May 22, 2017 October 1, 2017	Contract begin date for TANF Summer Contract begin date for TANF Year Round– (estimated, following notification of all contractual and funding approvals)
September 30, 2017 June 30, 2018	Contract end date for TANF Summer Contract end date TANF Year Round – All work must be satisfactorily completed by these dates and approved by WCJP. Based on performance and availability of funding, contracts may be eligible for optional yearly extensions for a second and third year.

All times shown are Eastern Standard Time (EST). West Central Job Partnership reserves the right to adjust the schedule if determined to be in the best interest of WCJP or to extend the published deadline. It is the bidders' responsibility to check WCJP's website at www.wcjp.org for changes to the procurement schedule and/or deadline to submit proposals.

1.6: Email Question & Answer Period; RFP Clarification Opportunity

Potential bidders may ask clarifying questions regarding this RFP via email during the Q&A Period as outlined in [Section 1.5: Procurement Timetable](#). To ask a question, potential bidders must prepare the question in writing and forward it to WCJP's Program Director at ddonahue@wcjp.org. The potential bidder must also include the name of the representative of the potential bidder, the company name, the representative's email address and business phone number. WCJP may, at its option, disregard any questions which do not appropriately reference an RFP provision or location, or which do not include identification for the originator of the question.

WCJP responses to all questions asked via email will be compiled into one document and posted to WCJP's website at www.wcjp.org. **Bidders will be responsible to check the website for answers to questions.** Bidder proposals in response to this RFP must take into account any information communicated by WCJP in the Final Q&A Document for the RFP.

There is an established time period for the bidder Q&A process (as outlined in [Section 1.5: Procurement Timetable](#)). WCJP will only answer those questions submitted within the stated time frame for submission of bidder questions, and which pertain to issues of RFP clarity, and which are not requests for public information. **WCJP is under no obligation to acknowledge questions submitted through the Q&A process if those questions are not in accordance with these instructions.**

Should potential bidders experience technical difficulties in submitting email as outlined above, they may contact the WCJP Office at (724) 347-7855 Extension 312 for guidance.

Section 2: BIDDER EXPERIENCE AND QUALIFICATIONS

Bidders' proposals must address all the following minimum qualifications as well as organizational and staff experience and capabilities:

2.1: Mandatory Bidder Qualifications

WCJP will only consider proposals from bidders with a minimum of 3 years experience developing and implementing programs similar to those outlined in Section 3 of this RFP. Providers must be able to provide staff to cover sickness and vacations of staff. It is the responsibility of the successful bidder to train new staff on the design, processes and functions related to contracted services.

2.2: Organizational Experience and Capabilities

In order to be considered for the contract expected to result from this RFP, WCJP requires that interested bidders provide names and contact information for at least three entities for which they have performed similar projects in the past 3 years.

2.3: Staff Experience and Capabilities

The bidder must demonstrate significant expertise by assigning staff to key leadership roles for this project. The vendor must, at minimum, identify by position and by name those staff they consider key to the project's success and include resume(s) of key staff expected to work on the project. Provide a current organizational chart (including any subcontractors) and specify the key management and administrative personnel who will be assigned to this project. All staff working directly with youth under 18 years of age will be required to obtain and provide copies of the following clearances to WCJP:

- ✓ Pennsylvania Child Abuse History Clearance;
- ✓ Pennsylvania State Police Criminal Record Check; and
- ✓ Federal Bureau of Investigation Criminal Background Check.

It is expected that the successful bidder will maintain 1 staff person to work in-house on career services for participants and 1 staff person to work solely on job development for work-based learning activities per county.

Bidders who do not meet all of the above experience and qualifications will be disqualified from further consideration for the contract award.

Section 3: SCOPE OF WORK – PROGRAM REQUIREMENTS

3.1 Scope of Work for Year Round Program

Proposals will need to describe in detail the services and activities proposed and need to cover the following components:

1. Labor Market Awareness – provide information about the Local Workforce Development Area that assist youth make informed decisions or choices regarding their future education and employment. Activities should increase awareness of current High Priority Occupations and the educational requirements needed to obtain positions locally; entry level wages for local employers for various occupations of interest; advanced technical or

vocational training programs and registered apprenticeship programs that lead to occupational certification or licensing as well as to post-secondary education programs that lead to two and four-year college degrees that information needed for youth/young adults.

2. Career Exploration and Career Pathways - activities need to assess career interests and assist each participant explore the top three career clusters that match their interest survey. The exploration will include: a review of the employers in the local area that offer jobs in the three career clusters of interest; the career pathways to jobs in those clusters; the on-ramps to education/training needed to obtain credentials for various occupations along the pathway; and the pay scales and benefits associated with those occupations at the various levels.
3. Workforce Job Readiness - activities and/or workshops will address a variety of issues including employee etiquette, employer expectations and will include resume creation, job applications and interviewing skills, etc.
4. Financial Literacy - The financial literacy education program element includes activities such as those defined at [§681.500](#) of WIOA Final Rules.
5. Work-Based Learning – in this element/activity, youth may participate in one or more placement activities: (1) paid work experience; (2) community service; and/or (3) unsubsidized employment. The successful bidder will utilize funding to operate a year round youth program to provide the activities outlined above and will progress to include a paid work experience, community service assignment and/or unsubsidized employment.

Paid work experience – The successful bidder will be the “employer of record” as it relates to payroll responsibilities, including, but not limited to: issuing pay checks; deducting appropriate payroll taxes; and enrolling all youth placed in paid work experience on the agency’s worker compensation policy. The successful bidder will develop and execute worksite agreements with employers for paid work experience and community service activities. The worksite agreement will outline the successful bidder’s responsibilities as well as the employer’s responsibilities regarding the work-based learning experience.

Community service – The successful bidder will place youth at community-based organizations to work on an unpaid volunteer basis in order to obtain meaningful work experience. Youth may start in a community service placement and progress to paid work experience.

Unsubsidized employment – The successful bidder may assist youth with resumes and cover letters that results in participants obtaining regular part-time jobs at employers within the community. Employers in this element will not be reimbursed TANF monies to cover the youth wages and required payroll taxes and fringes.

In all work-based learning placements, the successful bidder will attempt to match participants to worksites/employers aligned, to the extent possible, with the career and employment goals of participants.

NOTE: It will be necessary to provide WCJP with a schedule of on-going activities for the year round TANF program. If a schedule is not feasible at the proposal stage, bidders must detail the number of activities in each element and how they will be provided: during school day; after school; weekends, etc.

3.2 Scope of Services for TANF Summer Program (\$110,000 available for PWE wages; provider costs not to exceed \$40,000)

Successful bidders for the TANF Summer Program will be coordinating work-based learning placements for the summer months of May 22, 2017 through September 30, 2017. The contractor will be responsible to comply with all relevant employer worksite and reporting requirements listed in 3.3 below and other sections of this solicitation. Youth may, with the written approval of WCJP, be carried forward to receive the remaining elements/activities provided in the TANF year-round program. The summer work-based learning placements should cover a 6-week period (20 to 29 hours/week) and earn pre-tax wage of \$10/hour. The summer work-based learning placement may exceed six weeks if funding permits and with WCJP's written authorization. The work-based learning activity will count for performance outcomes only in the Program Year for which wages were paid.

3.3 Provider Requirements (\$30,000 available for PWE wages; provider costs not to exceed \$90,000)

The successful bidder will be responsible for the following

- Worksite Recruitment: identify businesses, non-profits, and/or government partners to serve as worksites, work with them to develop a complete Worksite Agreement and job descriptions, and ensure their staff are knowledgeable about the TANF Youth program goals, policies, and best practices.
- Enrollment: ensure participants complete all required paperwork including but not limited to: I-9, W-4, work permit (if under 18), Equal Opportunity Employment form, grievance policy, parent consent (if under 18), and emergency contact information.
- Youth Placement: match youth to appropriate worksites based on their geographic area, skill level, learning goals, career interests and transportation to and from the site.
- Youth work permits: ensure participants under 18 years of age have obtained work permits from the appropriate school district. Provide copies of work permits to WCJP upon request.
- Supervision: Designate at least two adults who will supervise youth at each worksite (one primary supervisor and one alternate supervisor). Supervisors need to be familiar with TANF youth program goals, policies, and procedures. Ensure that all designated worksite supervisors have received a thorough orientation on rules and expectations of summer or year round employment.

- Inclement Weather Policy: Assure worksites have “rainy day” or alternate work when planned activities are not possible.
- Clearances: All provider and worksite personnel who directly supervise youth under 18 years of age must have the following background clearances prior to the start of the work based learning activity: Pennsylvania Criminal Background Report, Pennsylvania Child Abuse Report, and FBI Criminal History Report. Providers will provide copies of all clearances to WCJP upon request.
- Timesheets and Payroll: as employer of record, collect youth timesheets and directly manage payroll for participants, including all applicable tax withholdings, workers’ compensation, new hire report, etc.
- Participant Reports and Invoices: make sure provider staff complete all required program paperwork as requested and approved by WCJP (such as the participant activity reports; payroll register and copies of weekly timesheets; etc.), and monthly invoices. All reports and invoices must be submitted on a monthly basis, no later than the 15th of the month for the previous month’s actual activities and/or expenditures.

Section 4: PERFORMANCE OUTCOMES AND MEASURES

4.1 TANF Summer Program

30 youth will be recruited in each county and placed in work-based learning activities.

Retention	At least 90% of participants will complete the 6-week work-based learning program
Attendance	90% of all youth will work at least 20 hours/week during the PWE activity enrollment

4.2 TANF Year Round Program

30 youth will be recruited in each county and actively participate in scheduled activities. Youth who received a summer work-based learning opportunity may be carried forward (with written approval from WCJP) to receive services in the TANF year round program. All youth participants should be enrolled no later than November 15, 2017 in order to receive the full array of services during the year round program

Retention	At least 90% of participants will complete the TANF year round program
Attendance	Outcome definition will be negotiated with successful bidder
Completion of all 5 elements: labor market awareness; career exploration; workforce job readiness; financial literacy; and work-based learning. Further definitions will be negotiated with successful bidder	85% of participants will receive all 5 elements. The element only counts for performance if paid out on the same year contract. (If a participant receives PWE on previous year’s contract, the work-based learning element will only count if the participant receives PWE on the new contract.)
Graduation from high school or promotion to	100% of participants still in high school will

next grade	graduate or advance to the next grade
Successful transition for high school graduates or high school drop-outs	85% of participants will be exited to unsubsidized employment, enrolled in post-secondary education or military, or referred and enrolled in WIOA program services.

Section 5: Conditions Governing the Response

1. No funds are committed because of and no contract is implied by the advertisement of issuance of the RFP or by the acceptance or evaluation of any response to this RFP.
2. If it becomes necessary to revise any part of this RFP, an amendment will be posted on WCJP's website at www.wcjp.org. It is the bidder's responsibility to check the website for amendments prior to the submission of a proposal.
3. The contents of any proposal submitted become contractual obligations, if a contract is entered into.
4. Proposals that do not follow the format prescribed in **Section 6** of this RFP will not be considered.
5. Proposals should be prepared simply and economically as well as providing a straightforward, concise description of the services to be provided and the provider's ability or potentiality to perform those services satisfactorily. Elaborate presentations, beyond that sufficient to produce a complete and effective proposal, are not desired.
6. Proposals sent by mail must be received no later than the time and date specified in the Procurement Timetable in this RFP. Hand delivered proposals must be received no later than the time and date specified in the timetable and will be time and date stamped when delivered. Late proposals will not be considered, regardless of the reason.
7. The proposal must be separated into two parts, a TECHNICAL PLAN and a FINANCIAL PLAN. The TECHNICAL PLAN and the FINANCIAL PLAN must be submitted in separate packages that are glued, taped, stapled, or otherwise physically closed securely. The outside of each package must be clearly and prominently labeled indicating whether it contains the TECHNICAL PLAN or the FINANCIAL PLAN and showing the RFP Number.
8. All cost or price data related to the proposal must be kept separate from the TECHNICAL PLAN. Failure to meet this requirement will result in automatic disqualification of the proposal.
9. An official authorized to bind the entity submitting the proposal to its provisions must sign the proposal.
10. The proposal must remain valid for a period of at least ninety (90) calendar days from the date of submission.
11. The qualifications of the entity submitting the proposal and all information and assurances provided in the proposal are subject to verification by the issuing agency.
12. The contents of proposals submitted in response to an RFP remain confidential until the proposal is mutually agreed upon and becomes part of a duly executed contract.
13. The primary consideration in the selection process will be the submitting entity's demonstrated ability or potentiality to perform successfully under the terms and conditions of this RFP and any resultant contract.

14. Specific aspects of a proposal may require clarification during the evaluation process. All changes, however, must be in the nature of clarification; and, proposals may not be materially altered nor added to during the evaluation process.
15. All proposals received become the property of West Central Job Partnership, Inc. and will not be returned.

5.1: Required Bidder Information

WCJP requires the following information on bidders who submit proposals in response to any procurement opportunity in order to facilitate the development of the contract with the successful bidder:

1. Bidder's Name (legal name of the bidder – person or organization – to whom contract payments would be made).
2. Bidder's Federal Tax ID Number or Social Security Number
3. Bidder's Corporate Address
4. Bidder Remittance Address (if different from the Corporate Address)
5. The name, title, address, phone number and email of the bidder's representative/contact person authorized to answer questions on the proposal and address contractual issues.

Bidders must provide the required information on their letterhead as the opening page of their proposal. It is mandatory that the information provided is certified with an original signature from a person with authority to represent the bidder.

WCJP reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline.

Section 6: PROPOSAL FORMAT & SUBMISSION

6.1: Proposal Submission Information

WCJP requires proposal submission in both paper and electronic format. The proposal must be prepared and submitted in accordance with instructions found in this Section. The proposal must be comprised of:

6 paper copies - One original and five copies **and** one CD or flash drive copy of the TECHNICAL PLAN; (NOTE: only one copy of the required attachments in Section IV of 6.2.1 needs to be submitted) **AND**

6 paper copies - One original and five copies **and** one CD or flash drive copy of the FINANCIAL PLAN. The bidder must submit the Financial Plan in a separate, sealed envelope/package labeled: **“NOTE: DO NOT OPEN. RFP PROPOSAL FINANCIAL PLAN ENCLOSED FOR TECHNICAL PLAN, SUBMITTED BY [BIDDER'S NAME HERE].”**

The original and each copy must be clearly and prominently labeled indicating whether it is a TECHNICAL PLAN or a FINANCIAL PLAN and showing the RFP Number.

Bidder's total proposal submissions (both the Technical and Financial Plans and all required copies) must be received by WCJP complete no later than 12:00 noon on the date indicated in the Procurement Timetable. Faxed or e-mailed submissions will not be accepted.

**Proposals must be addressed to:
West Central Job Partnership
217 West State Street – Third Floor
Sharon, PA 16146
Attn: Program Director**

Bidders' original Technical Plan proposal and Financial Plan (proposed budget) must contain all the information and documents specified in Section 6.2: Format for Organization of the Proposal. All copies (both paper and CD) of the original proposal must include copies of ALL information, documents and pages in the original proposal (with exception of attachments noted in Section IV).

The CD or flash drive copy of the Technical Plan proposal must include all components of the Technical Plan proposal, including any required or voluntary attachments to it. The CD or flash drive copy of the Financial Plan must include all budgetary items that are necessary to complete the requested services including explanations of grouped amounts on budget worksheet. **The CD or flash drive containing the Financial Plan must be submitted in the sealed envelope containing the hardcopy Financial Plan.** CD or flash drives must be labeled with the bidder's name, the RFP name and number, and the proposal submission date of proposal due date, at minimum. The requested CDs or flash drives will be used by WCJP for archiving purposes and for fulfillment of Public Records Requests and failure to include them or to properly label them may, at WCJP's discretion, result in the rejection of the bidder from any consideration.

All proposal submissions must be **RECEIVED**, complete, at the specified address, via mail or hand delivery by the specified date and time. Materials received separately from a bidder's proposal submission (*e.g.* letters of recommendation from past customers of the bidder's services) will not be added to the proposal nor considered in the review and scoring process. Materials received after the date and time as stated on the Procurement Timetable will not be included in any previous submissions, not will be considered. WCJP is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the address specified above. No confirmation of mailed proposals will be provided.

Submission of a proposal indicates acceptance by the bidder of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between WCJP and the bidder selected. The successful bidder will be expected to enter into contract negotiations with WCJP. A Master Agreement will be executed by and between WCJP and the successful bidder, which sets forth the standard conditions and requirements that each party formally agrees to accept and by which each party agrees to be bound. Information contained within the WCJP Master Agreement can be found in **Appendix A**.

6.2: Format for Organization of the Proposal

6.2.1: Technical Proposal Organization

Proposals must contain the following components in the order described below. Any other information thought to be relevant, but not applicable to a specific RFP section number/letter must be provided as an appendix to the proposal and so marked. WCJP reserves the right not to review submitted appendices which includes information/materials not required in the RFP. All pages beyond **Section I** below shall be sequentially numbered.

The bidders' proposal **must contain the following components**, at a minimum. Wherever appropriate, sections/portions of the bidder proposal make reference by section number/letter to those RFP requirements to which they correspond.

Bidders **must** organize their proposals in the following order:

Section I

- Transmittal Letter (**Appendix B** of this RFP)
- Vendor Required Information ([Section 5.1](#) of this RFP)

Section II

Management Summary - In a one-page summary, present a clear and concise description of your proposed project. Provide the evaluators with sufficient information to enable them to determine what the project intends to accomplish and how the project will accomplish it.

Section III

- Scope of Work and Specifications of Deliverables (**Section 3** of this RFP)
- Prior Experience - Relate prior experience that demonstrates your ability or potentiality to successfully conduct or perform the activities or services proposed.
- If applicable, include a general description of:
 - a. Activities conducted or services provided by you or your organization that are the same or highly similar to those requested and/or
 - b. Personal or organizational experience in serving individuals having the same or similar characteristics as the participants described in the RFP.
- Provide the names, addresses, and phone numbers of at least three (3) organizations and/or individuals that would be familiar with the quality of your work. If available, you may attach documentation received from other organizations or from former project participants expressing satisfaction with your performance.
- Organizational Summary - Describe your organization.
 - Indicate the form of organization under which you do business or conduct operations (e.g., a unit of local government; a Federal or state government agency; a local public educational agency; a private or public post-secondary education institution; a labor union, business association, or labor/management organization; a for-profit corporation, partnership, or sole proprietorship; or, a not-for-profit social service organization).

- List the address of the principal administrative or business office.
- Describe the principal purpose of the organization, and list the primary activities in which it routinely engages.
- State the number of years your organization has been engaged in the performance of its primary activities.
- State the total number of persons regularly employed, both hourly and salaried, by your organization.
- Attach an organizational chart that outlines and identifies the management structure of your organization.
- If applicable, list all current licenses, permits, certifications, or accreditations that relate to your organization's purpose and activities.

The Successful Bidder will be required to provide the following information upon issuance of the award notification. This information is not required for the submission of a proposal for this RFP:

- Financial Statement – One complete copy of the most recent certified audit of your financial statements
- Signatory Authority – Written authorization for an individual to enter into contracts on behalf of the organization
- Agency Information Form
- Certification Regarding Debarment, Suspension, and Eligibility
- Lobbying Certification Form
- Equal Opportunity Assurance

6.2.2: Financial Plan Organization

APPENDIX C to this RFP contains a fill in form that must be followed to complete the FINANCIAL PLAN part of the proposal. If there will be no charge to a specific category no amount is required to be entered on that line. For Salaries and Wages, attach additional sheets showing the breakdown for each job position including the percentage being charged to the project.

Costs shown in the Budget Summary must reflect the total actual cost of the proposed project, including both programmatic and administrative costs. Program costs include those expenditures incurred in the performance of services which involve or are of direct benefit to participants in the project. Administrative costs are those expenditures incurred as a result of managing project resources and which cannot be charged directly to the performance of services to project participants.

There is no prohibition against a for-profit business earning a profit or a not-for-profit organization obtaining program income as a direct result of providing the services requested in this RFP; however, the amount of profit or program income must be clearly identified in the Budget Summary as part of the total project cost. The persons charged with the responsibility for selecting a proposal are required to determine whether or not the amount of profit or program income is reasonable in relation to the overall cost of the project.

The Budget Summary must show the amount of funds to be contributed, in cash or in-kind, by the bidder and/or other entities to pay the total cost of the project, as well as the amount of funds requested from the issuing agency.

The Budget Detail must be completed in its entirety. Even though payment per participant may be negotiated and finalized after a proposal is selected, the persons charged with the responsibility for selecting a proposal are required to determine whether or not the overall price is reasonable. To make this determination, they must have the cost detail showing how the price was determined.

Budget items and the costs thereof are subject to negotiation and modification prior to final award of a contract.

Once a contract between the bidder and WCJP has been executed, the bidder may not incur any project expense which is out of compliance with the approved FINANCIAL PLAN, or any subsequent bilateral modification thereto, without prior approval by the issuing agency. Misappropriation of project funds is grounds for termination of the contract and the return of those funds to WCJP.

SECTION 7: The Selection Process

1. Upon receipt, each proposal received will undergo an initial review and evaluation by the WCJP staff.

The initial evaluation criteria outlined in **APPENDIX D** will be applied to each proposal received. Proposals not meeting any one of the initial evaluation criteria may be rejected without further review and evaluation.

2. The **TECHNICAL PLAN** from each proposal that meets the initial evaluation criteria will be forwarded to the proposal review team, consisting of members or authorized representatives of the local Workforce Development Board, for review and evaluation using the technical evaluation questions in **APPENDIX E**.
3. To ensure that performance of the provider and not the price or cost of the proposal in the primary consideration in the selection process, the **FINANCIAL PLAN** from each proposal that meets all of the initial evaluation criteria will be forwarded to WCJP's fiscal staff for separate review and evaluation.

4. WCJP's fiscal staff will reveal their comments and recommendations concerning the FINANCIAL PLAN to the proposal review team after the TECHNICAL PLAN has been reviewed and evaluated.
5. Upon completion of its evaluations and after reviewing the comments and recommendations of the fiscal staff regarding the project cost or price, the proposal review team will determine and present its recommendations regarding the selection of a contractor or contractors to the local Workforce Development Board for final approval or disapproval.

At the direction of the local Workforce Development Board, and prior to final award of a contract, issuing agency staff may work with potential contractors to amend or clarify project activities and budgets.