



WEST CENTRAL JOB PARTNERSHIP

217 West State Street – Third Floor

Sharon, PA 16146

(724) 347-7855

REQUEST FOR PROPOSAL

FOR

Workforce Innovation and Opportunity Act (WIOA)

TITLE I CAREER SERVICES

For the period July 1, 2021 through June 30, 2022,
With an option to extend for additional periods based on performance

ISSUE DATE:

December 1, 2020

DEADLINE FOR SUBMISSION OF PROPOSALS:

January 29, 2021

The enclosed specifications may be modified as required by the Pennsylvania Department of Labor and Industry, the United States Department of Labor, West Central Workforce Development Area Governing Board and/or the West Central Workforce Development Board without prior notice to proposers.

An Equal Opportunity Employer

Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

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A: BACKGROUND

Introduction

Since 1986, West Central’s Workforce Development Board (WDB) has been effective in providing oversight for workforce development and continues to provide and improve job training services, including job counseling, skills assessment, individual training accounts, and on the job training to residents of Lawrence and Mercer Counties.

West Central Job Partnership, Inc. (WCJP) is a registered 501(c)(3) private non-profit organization chartered under the laws of the Commonwealth of Pennsylvania to administer job-training programs in the West Central Workforce Development Area (WDA), consisting of Lawrence and Mercer Counties. The elected or appointed Commissioners for both counties created and by joint resolution designated WCJP as the grant recipient and fiscal agent for all funds made available to the West Central WDA through:

- * The Workforce Innovation & Opportunity Act (WIOA),
- * The United States Department of Labor/Employment and Training Administration (USDOL/ETA),
- * PA Labor and Industry (L&I),
- * The PA Department of Human Services (DHS),
- * Other Federal and State funding sources, and
- * Private foundations

Grant funds for this Request For Proposal (RFP) are allocated under the [Workforce Innovation and Opportunity Act \(WIOA\)](#) and distributed by formula allocation to local Workforce Boards by the PA Department of Labor & Industry (L&I). The Administrative Division of WCJP, acting on behalf of the West Central Governing Board and West Central WDB is requesting proposals for Title I Providers to operate WIOA Title I programs for Adults, Dislocated Workers, and Youth.

Responsibilities are subject to change pursuant to direction from the Governor, the State WDB and the local WDB. The successful bidder will enter negotiations for a contract from July 1, 2021 to June 30, 2022, with three optional one-year extensions based on performance at the discretion of the WDB. Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of state and federal funds and the continued authorization of the WIOA activities in Lawrence and Mercer counties.

WIOA requires the establishment of a one-stop delivery system (known in Pennsylvania as the PA CareerLink®) within the WDA. The two comprehensive PA CareerLink® centers within the West Central WDA are located at:

- ≈ PA CareerLink® Lawrence County – 101 South Mercer Street, Suite 101, New Castle, PA 16101
- ≈ PA CareerLink® Mercer County – 217 West State Street, Sharon, PA 16146

Within each PA CareerLink® center, partnering agencies unify numerous training, education, and employment programs into a single, customer-friendly system to serve job seekers/workers and the business community. The WIOA Title I Career Services are expected to be provided on-site at the above locations.

The PA CareerLink® system will benefit the customer by having multiple agency services and/or referrals available in one location rather than the need to travel to the various partner agencies in the county. Successful responses will assure WCJP that the successful bidder will become a partner of the PA CareerLink® centers in Lawrence and Mercer Counties during the contract period.

B. SCOPE OF WORK

The procurement process for Title I Career Services for Adults, Dislocated Workers and Youth is being managed by WCJP's Administrative Division on behalf of the local WDB. WCJP's Administrative Division will administer the contract and will be responsible for oversight of all activities of the selected contractor.

The purpose of this RFP is to solicit proposals from qualified organizations who can provide WIOA Title I Career Services for Adults, Dislocated Workers and Youth as defined by the Workforce Innovation and Opportunity Act of 2014. Agencies must submit proposals that include all the major services described in the scope of work: WIOA Career Services for [Adults and Dislocated Workers](#) and [Youth](#).

The WDB envisions a unified regional approach that creates seamless accessibility to training resources, employment assistance, and innovative business services for all stakeholders. The selected bidder will foster a customer-centered service delivery approach that serves the broad needs of all communities within the region.

The selected bidder will continue to usher in innovation and service excellence that is guided by a demand-side approach and is responsive to the needs of job-seeking customers as well as business customers. The guiding principles of the service approach should:

- Be anchored in a commitment to providing exceptional customer service,
- Have the foresight to continue to be responsive to the existing *and* emerging needs of the business community,
- Remain rooted in transparency and accountability,
- Position the West Central Local WDA as a leader in service excellence and innovation.

B.1 WIOA Career Services for Adults and Dislocated Workers

The selected bidder will coordinate WIOA Title I Career Services for Adults and Dislocated Workers. Descriptions of Title I Career Services for Adults and Dislocated Workers can be found at [20 CFR §678.430](#). In addition, the bidder shall be responsible to facilitate the computerized Worldwide Interactive Network® (WIN) curriculum; proctor WorkKeys® assessments; and provide literacy remediation using the WIN® curriculum, as needed. **Note: WCJP holds the licenses for the WIN® curriculum for each center.*

B.2. WIOA Career Services for Youth

The selected provider must mainstream all WIOA eligible youth through the career services provided to Adults and Dislocated Workers. In addition, Section 129(c)(2) of the Workforce Innovation and Opportunity Act requires 14 additional services (located at [20 CFR §681.460](#)) be available to eligible WIOA youth participants. Not all WIOA youth participants will require all 14 additional services, but

all services **MUST** be available to eligible youth in need of those services. The successful bidder needs to identify activities they will provide under each of the 14 services **OR** identify the services and the local contact information of providers to which participants will be referred.

The selected bidder will coordinate services for WIOA-eligible Youth. Out-of-School Youth (OSY) are defined as individuals who are age 16-24, not attending any school, and have one or more barriers as defined under WIOA. In-School Youth (ISY) are defined as individuals who are age 14-21, attending school, low income, and have one or more barriers as defined under WIOA. A minimum of 75 percent of the Youth funds must be used to provide services to OSY. Not less than 20 percent of Youth funds must be used to provide paid and unpaid work experiences. **Note: The selected bidder must be willing to act as the “employer of record” for all participants enrolled in paid work experience activities.*

B.3. Business Services

The successful bidder (in the role of Career Services provider for Adult, Dislocated Worker and Youth) will be expected to be a member of the Business Service Team (BST) within the PA CareerLink® system and offer services to businesses in the community. The selected bidder will participate in the Business Services Team under the functional supervision of the PA CareerLink® Site Administrator and provide activities including:

- Assuring that the region’s business community understands the resources available to them through the public workforce system;
- A staffing plan that includes dedicated professional Business Services staff;
- Strategies that help support a seamless cross-agency business engagement approach across the region;
- Job development activities that generate job orders for job candidates from the region’s public workforce customer base;
- A job development plan that identifies and addresses the needs of local employers;
- Job candidate screening and matching services for businesses;
- Comprehensive needs assessment practices that help identify the current and future hiring needs of business customers;
- A tracking system for job lead management and business engagement;
- Participating in events for businesses including job fairs, business roundtables, employer breakfasts, focus groups, and thought leadership events, among others;
- Developing and implementing sector strategies for growth industries;
- Assuring that businesses make use of paid and unpaid work-based training services such as customized training, on-the-job training, internships, incumbent worker training, job shadowing, and other customized solutions;
- Informing and connecting employers to resources available through the public workforce system that allow them to access tax credits and other financial incentives;
- Developing innovative solutions that address new or emerging needs of the region’s business community;
- Participating in and contributing to local economic development efforts; and
- Working closely with chambers of commerce to promote the public workforce system.

B.4. Rapid Response - the successful bidder will identify staff to work as part of the Rapid Response team to include:

- Participating with the State and PA CareerLink® team in the provision of Rapid Response services;
- Leveraging and coordinating community and public resources for lay-offs, including linking to PA CareerLink® partners and Trade Act programs and promote seamless delivery of services to affected businesses and employees;
- Implementing a strategy for promoting Rapid Response so that everyone involved in dislocation events is aware and takes full advantage of the full range of available re-employment services;
- Responding to all rapid response requests within the times and process designated by PA CareerLink® Rapid Response procedures and policy; and
- Providing services in locations and times convenient for affected workers.

B.5. Eligible Bidders

Respondents may include private for-profit agencies, private non-profit agencies, public agencies or established community-based organizations. Agencies which have not previously been awarded a WIOA contract but have managed other similar federal, state, local, and/or private funded programs with *demonstrated effectiveness* are encouraged to apply. All respondents should include a brief description of prior experience with these types of contracts. WCJP is committed to fair and open competition.

B.6. Availability of Funding

For budget planning purposes, funding estimates for the initial period of performance (July 1, 2021 through June 30, 2022) are outlined in the charts below:

<i>Program</i>	<i>Estimated Funding¹</i>	<i>New Enrollments</i>	<i>Carry overs from previous year</i>
WIOA Adult	\$700,000	120	60
WIOA Dislocated Workers	\$700,000	180	100
WIOA Out of School Youth	\$550,000	100	60

The average Full-Time Equivalency (FTE) at the PA CareerLink® centers is estimated at \$16,000 per year.

B.7 WIOA Performance Outcomes/Performance Measures

Currently, Pennsylvania uses Common Performance Measures for customers enrolled into WIOA and are based on data regarding participant exits from the WIOA program for the previous two years.

Below are the negotiated performance measures for the West Central Workforce Development Area for PY 2020 which are currently in effect in the LWDA. Each local WDB is responsible for negotiating these measures with the Commonwealth. The successful bidder will be expected to meet or exceed the performance measures listed in the chart below.

The performance measures listed below are provided as a guideline and will be revised as the Commonwealth negotiates new measures with West Central’s WDB.

¹ Estimated funding includes all costs related to staffing; operations; and direct participant costs including Individual Training Accounts (ITAs); Paid Work Experience (PWE); and On the Job Training (OJT).

WIOA Performance Measures	Local Area PY20 Performance Goals
Employment (Second Quarter after Exit)	Negotiated Goals
Adult	80%
Dislocated Worker	81%
Youth	68%
Employment (Fourth Quarter after Exit)	
Adult	78%
Dislocated Worker	82%
Youth	60%
Median Earnings (Second Quarter after Exit)	
Adult	\$6,200
Dislocated Worker	\$7,900
Youth	\$3,500
Credential Attainment Rate	
Adult	63%
Dislocated Worker	70%
Youth	65%
Measurable Skill Gains	
Adult	50%
Dislocated Worker	50%
Youth	52%
Effectiveness in Serving Employers	
Adult	Baseline
Dislocated Worker	Baseline
Youth	Baseline

It is the Bidder's responsibility to be familiar with all laws, statutes, rules, regulations, policies and procedures that are applicable to the above-referenced services. A listing of linked websites can be found in Appendix A.

B.8. Procurement Timeline

DATE	EVENT/ACTIVITY
December 1, 2020	WCJP releases RFP to potential bidders; Q&A period opens - RFP becomes active - Bidders may submit inquiries for RFP clarification
December 15, 2020	Bidder Question period closes, 12:00 noon (for inquiries on RFP clarification) - No further inquiries for RFP clarification will be accepted
December 29, 2020	WCJP provides final vendor question & answer document on www.wcjp.org (estimated)
January 29, 2021	Deadline for bidders to submit proposals to WCJP, no later than 12:00 noon.

	- This is the proposal opening date, beginning the WCJP process of proposal review.
June 1, 2021	WCJP issues award notification letter (estimated) - Bidders that submitted proposals in response to this RFP will be sent letters stating whether their proposal was accepted for the award.
July 01, 2021	Contract start date– (estimated, following notification of all contractual and funding approvals)
June 30, 2022	Contract end date – 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 up to four total years.

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.

Potential bidders may ask clarifying questions regarding this RFP via email during the Q&A period as outlined above. To ask a question, potential bidders must prepare the question in writing and forward it to Cynthia Myers at cmyers@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 consider any information communicated by WCJP in the Final Q&A Document for the RFP.

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 an email as outlined above, they may contact the Cynthia Myers at (724) 347-7855 Extension 308 for guidance.

All proposals submitted will be subject to competitive review. Proposal funding decisions will be made by the West Central Workforce Development Board upon recommendation of the Proposal Review Committee and agreed upon by the County Commissioners.

C. PROPOSAL NARRATIVE

Proposal narrative responses should address the specific questions and be answered in a clear and concise manner. In the narrative, Bidders should not include references to any attachments that are not

specifically requested. Any superfluous attachments referenced in the proposal narrative or attached to the proposal will not be reviewed. Narratives should be limited to 20-25 pages.

C.1. Organization Background and Qualifications

WCJP will only consider proposals from bidders with a minimum of five (5) years' experience developing and implementing programs like those outlined in Sections B and C of this RFP. Providers must be able to provide staff to cover sickness and vacations of their staff. It is the responsibility of the successful bidder to train unfamiliar staff on the design, processes and functions related to contracted services. **Note: All front-line staff funded under a contract resulting from this procurement are expected to be co-located at one of the PA CareerLink® centers.*

Organizational Summary - Describe your organization.

1. Briefly describe your organization's mission and/or vision. How does it align with this funding opportunity and its goals? Why is your organization in the best position to deliver innovative Title I Career Services? How does the proposed program of work align with the economy and workforce needs of the West Central Workforce Development Area?
2. 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).
3. List the address of the principal administrative or business office. State the number of years your organization has been engaged in the performance of its primary activities.
4. Attach an organizational chart that outlines and identifies the management structure of your organization. Also describe the staffing planned for each PA CareerLink® center by total number of employees at each center along with identifying job titles and functions of each staff position.
5. Please describe your experience as a WIOA provider. For each WIOA operation, include information about the scope of your work, including the duration of time you provided the service, innovative or best practices, and a summary chart of negotiated and actual performance for all WIOA outcomes for the past two years. If your organization has not provided WIOA services, please provide the same information for programs that are comparable to the WIOA services you are proposing. Provide references and contact information for three agencies that you work(ed) with to provide the same or similar services and/or activities.
6. Please describe how you will ensure continuity of services to current WIOA participants as well as potential applicants for WIOA services. Are staff currently in place or will you have to hire and train additional staff? If additional staff needs to be hired, please provide a timeline and explanation as to assure continuity of services.

C.2. WIOA Career Services for Adults and Dislocated Workers

* be sure to include and address any pertinent information referenced in [Section B.1](#).

1. Provide an overview of the services and activities that will be provided to adults and dislocated workers in the local area.
2. Describe your outreach and recruitment plan. How will you ensure that you are reaching individuals who are eligible for the program? Explain how you will perform outreach to diverse special population groups including individuals with disabilities, military veterans, individuals with limited basic skills and other groups as you see applicable.
3. Explain how customers will be orientated to WIOA services. What is the process for assessment and enrollment of customers? List any assessment tools to be used (pending approval by WCJP Administrative Division), along with brief descriptions of what types of results and information are collected. Explain how the assessment results will be used to develop a service strategy for the customer.
4. Describe your case management and career planning services. Explain your approach to developing and managing an individual employment plan. What is your ratio of customers to case managers?
5. Explain the basic and individualized career services you intend to offer to customers. Provide as much detail as possible about the specific workshops, job readiness training, and other innovative career resources you propose to offer to customers and how often these activities will be provided.
6. Describe your previous experience and/or knowledge of facilitation or use of WIN® curriculum; WorkKeys® assessments and the National Career Readiness Certificate®; and literacy remediation whether through the WIN® curriculum or other programs.
7. Discuss how you help customers make informed decisions about training services offered through WIOA, including: basic skills training, pre-vocational training, vocational training, postsecondary education, work-based learning, on-the-job training, internships and other training opportunities that help customers achieve their career goals.
8. Discuss job placement efforts for customers. How do you help customers identify and connect with employment opportunities?
9. Describe your follow-up services after job placement. How do you help customers retain and advance along career pathways?
10. Affirm your commitment to utilizing the state-sanctioned data collection system of record – the Commonwealth Workforce Development System (CWDS). Provide a description about your data collection and data validation processes and how that helps meet the requirements of WIOA. Staff will be required to receive training on CWDS as well as the Commonwealth's official job posting/job search website.

C.3. WIOA Career Services for Youth

* be sure to include and address any pertinent information referenced in [Section B.2](#).

Please describe services for 1 – 10 above only if they are different as they relate to youth. The following items must be addressed for youth:

11. Describe your outreach strategies to reach and engage eligible youth.
12. What is the process for assessment and enrollment of youth participants? List any assessment tools to be used (pending approval by WCJP Administrative Division), along with brief descriptions of what types of results and information are collected. Explain how the assessment results will be used to develop a service strategy for the customer.
13. Please share any innovative or unique services you plan to use in your approach to serving youth under WIOA. Provide your strategy and ideas to keep participants engaged in program activities through job placement and retention.
14. Detail the strategy to meet and track the 20% expenditure requirement for work-based learning activities (paid work experience and On-the-Job Training) for OSY.
15. Detail the strategy to meet and track spending requirements for youth (minimum of 75% for OSY and maximum of 25% for ISY).

C.4. Business Services/Rapid Response Activities

The successful bidder must affirm that staff will be dedicated to actively participate in Business Services Team (BST) and Rapid Response (RR) activities as described in [Section B.3 and B.4](#). The BST and RR activities are coordinated and functionally supervised by the Site Administrator in each PA CareerLink® center. Please describe your understanding of the BST and RR activities and explain how your agency will accomplish them as part of a team.

C.5. Financial Management

1. Provide an overview of your administrative and fiscal management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization’s previous experience administering federal, state and private grants and steps taken to conduct self-monitoring for contract compliance.
4. How will financial information be made available for monitoring and auditing purposes?
5. Detail your organization’s ability and willingness to **act as the “employer of record” for all paid work experience situations: obtain and maintain all employer paperwork including W-4s, I-9s, workers compensation, W-2s, etc. and provide payroll services for participants.**

D. PROPOSAL FORMAT

All proposals must be received by the deadline date listed in the procurement timetable in [Section B.8](#). No proposals submitted after the due date will be reviewed. Once submitted, the bidder will receive an email acknowledging receipt of the proposal.

The Executive Summary and Proposal Narrative must be submitted in the following format:

- One-inch margins
- Maximum 12-point font
- Single spacing, with double spacing before new paragraph
- Sections and subsections labeled
- Number the pages of the proposal narrative consecutively in “Page x of x” format. Attachments should be numbered as identified below as noted in #5 below.

Technical proposals should be assembled in the following order:

1. RFP Transmittal Letter (Appendix B)

2. Executive Summary (No more than 3 pages)

3. Proposal Narrative (20-25 pages)

4. Attachments - All bidders should include the following attachments as part of the proposal package. Only one copy of the required attachments needs to be included with the original documents.

Attachment 1 – Organizational Chart as described in [Section C.1.4](#) of this RFP.

Attachment 2 – Prospective Contractor Survey (complete Appendix C1) **AND**

- a. Company Relocation Review (complete Appendix C2 *only if the bidding agency has relocated from another geographical area*).

Attachment 3 – Certification Regarding Debarment, Suspension and Ineligibility (complete Appendix D)

Attachment 4 – a) Certification Regarding Lobbying (complete Appendix E1) **OR**

- b) Disclosure of Lobbying Activities (complete Appendix E2)

Attachment 5 – Drug Free Workplace Assurance (complete Appendix F)

Attachment 6 - Equal Opportunity Assurance (complete Appendix G)

Attachment 7 - Financial Statement

- a) Submit one complete copy of the most recent certified audit of your financial statement ~ **OR** ~
- b) If your financial statements have not been audited, attach a written statement, dated and signed by a certified public accountant, attesting that your internal financial control structure has been examined and noting matters involving the internal control structure, if any, that might reasonably be considered as material weaknesses.

Financial Information (separate envelope from technical proposal) – Financial Plan/Budget Detail (complete Appendix H) for **each title** of funding (a) Adult (b) Dislocated Worker and (c) Youth

Submission of proposals:

Six (6) hard copies of the technical proposal (original and five copies), two (2) hard copies of the financial information (original and one copy) **and** one (1) copy of the technical proposal and financial information on a flash drive must be received no later than the due date noted in the Procurement Timeline. Financial information should be submitted in a separate, sealed envelope/package labeled: **“Financial Information for Title I RFP Proposal submitted by [Bidder’s Name Here].”**

Proposal packages should be sent to:

- West Central Job Partnership
217 West State Street – Third Floor
Sharon, PA 16146
Attn: Title I Career Services Proposal

E. PROPOSAL EVALUATION

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposal Format guidelines are included in [Section D. Proposal Format](#). Proposals that are incomplete will not be evaluated further.

Proposals will be scored according to the following matrix:

PROPOSAL EVALUATION SCORING MATRIX	
Proposal Requirement	Total Points
PROPOSAL NARRATIVE	
Overview/Executive Summary – clear understanding of project	05
Section 1: Organization Background and Qualifications	10
Staffing by position & function	05
Continuity of services for new and current participants	10
Section 2: WIOA Career Services for Adults and Dislocated Workers	20
Section 3: WIOA Career Services for Out-of-School Youth	30
Section 4: Business Services and RR Team Services	10
Section 5: Financial Management	10
BUDGET	
Budget	30

F. CONDITIONS AND REQUIREMENTS

Through this section of the RFP, WCJP notifies bidders seeking award of a contract of certain conditions and requirements which may affect their eligibility or willingness to participate in any procurement process; or their eligibility to be awarded a contract; and of requirements that would be in effect should they be awarded a contract.

F.1. Interview

Bidders submitting proposals may be required to participate in an in-depth interview as part of the evaluation process. The interview, if necessary, may include individuals from WCJP, the Review Committee and/or members of the Governing/Workforce Development Boards, as appropriate. WCJP reserves the right to select from responding bidders for interviews and may not interview all bidders submitting proposals. The bidder shall bear all costs of any scheduled interview.

F.2. Start Work Date

The selected bidders must be able to begin work no later than the start date of the contract as stated in [Section B.8: Procurement Timetable](#). **Any work begun by the successful bidder prior to the start of the contract will NOT be reimbursable by WCJP.**

F.3. Proposal Costs

Costs incurred in the preparation of this proposal are to be borne by the bidder, and WCJP will not contribute in any way to the costs of the preparation. Any costs associated with interviews will also be borne by the bidder and will not be WCJP's responsibility (See [F.1: Interview](#)).

F.4. Trade Secrets prohibition: Public Information Disclaimer

Bidders are prohibited from including any trade secret information in their proposals in response to any WCJP procurement efforts. WCJP shall consider all proposals voluntarily submitted and shall be free of trade secrets and such proposals shall, in their entirety, be made a part of the public record.

All proposals and any other documents submitted to WCJP in response to this RFP shall become the property of WCJP. This RFP and, after formal announcement by WCJP of the results of the RFP project (e.g., notices provided to responding bidders regarding bidder selection, notice of project cancellation, etc.), any proposals submitted in response to the RFP are deemed to be public records. For purposes of this section, "proposal" shall mean both the research and the proposal budgets (if opened by WCJP) submitted by the bidder, any attachments, addenda, appendices, or sample products.

Any proposals submitted in response to this or any WCJP RFP which make claims of trade secret information shall be disqualified from consideration immediately upon determination that such unallowable claim has been made.

F.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 selected for the project.
4. Proposals that do not follow the format prescribed in [Section D](#) 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 must be received no later than the time and date specified in the [Procurement Timetable](#) in this RFP. Late proposals will not be considered, regardless of the reason.
7. An official authorized to bind the entity submitting the proposal to its provisions must sign the proposal.
8. The proposal must remain valid for a period of at least ninety (90) calendar days from the date of submission or until a contract is fully executed for the successful bidder, whichever is later.
9. 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.
10. 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.
11. 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.
12. Specific aspects of a proposal may require clarification during the evaluation process. All changes, however, must be related to the clarification; and proposals may not be materially altered nor added to during the evaluation process.
13. All proposals received become the property of West Central Job Partnership, Inc. and will not be returned.

F.6. Subcontractor Identification

Any bidder proposing to use a subcontractor for any part of the work described in the RFP must clearly identify the subcontractor and their tasks in their proposal. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, fax number, and email address of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work if the bidder is selected;
5. A statement that the subcontractor has read and understands the RFP, the nature of the work, and the requirements of the RFP.

****If subcontractors are not known at the time of the proposal submission – bidders must obtain prior written approval from WCJP to subcontract any contracted program services.**

Successful bidders will be required to monitor the performance of subcontractors at regular intervals. The review must include programmatic and fiscal aspects of the services delivered by the subcontractor. Administrative reviews must be conducted at least once during the contracted period. Successful bidders must maintain written monitoring reports of subcontractor reviews and present to WCJP upon request.

F.7. Monitoring of Contracts

WCJP and/or any funding source agency may perform on-site visits; both announced and unannounced, to monitor successful bidders' performance and to determine if the terms and conditions of the contract are being met. For the purpose of verification, the successful bidder must permit authorized agents of

WCJP and/or funding agency staff to inspect all documents and records pertaining to the contracted services and to interview the successful bidder's staff performing said services.

F.8. Termination of Contracts

All contracts and subcontracts pertaining to this RFP will contain a termination clause that allows termination for cause (*e.g.*, unacceptable contractor performance), lack of an appropriation of funds, and for convenience by the issuing agency, if appropriate. This clause will include how the termination will be affected and the basis for settlement.

F.9. Work Location

Proposals must explicitly state the location(s) [city, state/province/country] where work described in this RFP would be performed, whether by the successful bidder or by any subcontractors. **Front line staff (providing direct participant services) must be co-located in the PA CareerLink® center locations.**

F.10. Bidder Selection Restriction

Any bidder deemed not responsible, or submitting a proposal deemed not to be responsive to the terms of this RFP, shall not be awarded the resulting contract.

F.11. Required Bidder Information

WCJP requires the following information on bidders who submit proposals in response to any procurement opportunity 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.
6. The proposal information: **RFP #20-01; Date Issued – December 1, 2020; Title I Career Services for Adults, Dislocated Workers and Youth.**

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 a signature from a person with authority to represent the bidder. A sample of this may be found in Appendix B.

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