

Request For Proposals



INNOVATIVE YOUTH PROGRAMS

WORKFORCE INVESTMENT ACT



ISSUED

Tuesday, January 26, 2010

DEADLINE FOR SUBMISSION

Thursday, February 25, 2010, by 12:00 Noon

Late proposals will not be accepted and incomplete proposals will not be reviewed

The Lehigh Valley Workforce Investment Board, Inc., (LVWIB) reserves the right to modify any of the enclosed specifications as required by the United States Department of Labor and/or the Pennsylvania Department of Labor and Industry and reserves the right to accept, review and fund unsolicited proposals at any time.

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SECTION 1: OVERVIEW AND BACKGROUND

The Commonwealth of Pennsylvania has designated Lehigh and Northampton Counties in Northeast Pennsylvania as the Lehigh Valley Workforce Area in accordance with provisions of the Workforce Investment Act (WIA). The Lehigh and Northampton County Executives are the Chief Elected officials as defined in the Workforce Investment Act, with the Lehigh Valley Workforce Investment Board, Inc. (LVWIB) responsible for developing a workforce system in the Lehigh Valley and responsible for selecting providers of youth services consistent with the WIA upon recommendations from the LVWIB Youth Council.

The LVWIB is comprised of representatives appointed by the Lehigh and Northampton County Executives as Chief Elected Officials representing private sector, education, labor, economic development, community-based and other organizations and, is responsible for setting policy, determining the vision and mission of the workforce system and developing a strategic plan to ensure a world-class competitive workforce.

A LVWIB Youth Council was established pursuant to WIA to provide leadership and advocacy in support of youth. The Youth Council is appointed by the LVWIB in cooperation with the Lehigh and Northampton County Executives as Chief Elected Officials and is charged with ensuring youth acquire the education, skills and work experience needed in the 21st Century workplace.

The LVWIB/Youth Council is working to integrate and more effectively coordinate funding and resources to improve the Lehigh Valley workforce system for youth and their families.

Over the past year, the LVWIB has undergone a strategic workforce system analysis to determine the best use of WIA resources. In order to maintain a world class competitive workforce, labor market data and business and industry hiring requires that youth must increase their educational, technical and vocational skills demanded by a global economy.

Proposers selected for funding under this Request for Proposals (RFP) should focus on building skills through programs in the following Lehigh Valley targeted industry clusters:

- Healthcare and Life Sciences
- Diversified Manufacturing
- Financial Services, Business Services and Information Technology
- Logistics and Transportation
- Food and Beverage
- Energy Services

Click on: [Lehigh Valley Targeted Industry Clusters](#), see pages 7 and 8

The LVWIB is issuing this Request For Proposals (RFP) for programs and services in Lehigh and Northampton Counties, covering urban and rural areas, from high performing organizations with proven capacity for engaging youth ages 16-21 years old in opportunities that result in educational gains, occupational skills attainment, work readiness, work experience, enrollment in post-secondary education, and employment.

Additional information about the LVWIB/Youth Council can be found at www.lvwib.org. The Lehigh Valley's workforce system is called PA CareerLink® Lehigh Valley and additional information can be found at www.careerlinklehighvalley.org.

To assist proposers in responding to this RFP, youth demographics and job and labor market information for the Lehigh Valley is available for your information and review at:

Click on: [Youth Demographics](#)
Click on: [Outlook](#)

SECTION 2: POPULATIONS TO BE SERVED

OUT-OF-SCHOOL YOUTH AGES 16-21

Youth served must meet WIA eligibility requirements and: (a) be a high school dropout, or (b) have graduated from high school or hold a GED and are basic skills deficient and are unemployed or underemployed, or (c) a high school graduate/GED attending post-secondary education and is basic skills deficient. Please see Section 4 for WIA eligibility requirements.

Youth attending alternative schools in any school system do not qualify as Out-of-School Youth.

IN-SCHOOL YOUTH AGES 16-21

Youth served must meet WIA eligibility requirements and: (a) is not a high school graduate/GED and is attending middle school, secondary or post-secondary or an alternative school full- or part-time or, (b) is between school terms and intends to return to school. Please see Section 4 for WIA eligibility requirements.

SECTION 3: YOUTH PROGRAM PRIORITIES

Given the value of higher levels of educational attainment and the technical demands of a global economy, the LVWIB will support proposals that use the LVWIB Career Force branding and focus on the following priorities:



1. Serve youth ages 16-21, specifically 11th and 12th grade In-School Youth and/or Out-of-School Youth

2. Address literacy and numeracy gains, placement in education, employment, work experiences and attainment of degrees or certificates
3. Focus on High Priority Occupations within Lehigh Valley targeted industry clusters - **Click on:** [LV High Priority Occupations](#)
4. Connect with Lehigh Valley Industry Partnerships and the private sector to create internships, job shadowing, mentoring, apprenticeships, work experience and employment opportunities - **Click on:** [LVWIB Industry Partnerships](#)
5. Partner with Lehigh Valley Regional Career Education and Business Education Partnerships in career awareness activities and work-based learning opportunities – **Click on:** <http://parcep.ning.com/> and **Click on:** www.lvbeb.org
6. Increase academic achievement by helping students stay in school, graduate, continue their education, earn certificates/credentials or obtain employment
7. Help Out-of-School Youth connect to education and employment
8. Align with Pennsylvania Academic Standards for Career, Education and Work – **Click on:** <http://www.pacareerstandards.com> through the PA CareerLinking Academy Model **Click on:** [CareerLinking Academy.pdf](#) and PA Career Gates Educational Media Series - **Click on:** [PA Career Gates](#)
9. Partner with the private sector to ensure employer-driven input and support, and demonstrate partnerships with accredited educational institutions, private sector organizations, labor management and community and faith-based organizations
10. Contain cost-effective and data-driven content
11. Have experience in effectively managing operating expenses and provide in-kind support
12. Offer programming within May 15, 2010 to June 30, 2011 timeframe with optional yearly extensions for a second and third year, based on performance and available funding
13. Provide integrated educational, occupational and service-learning programming through curriculum design and accompanying activities
14. Promote work-readiness skills and post-secondary preparedness
15. Meet performance requirements outlined in the RFP

SECTION 4: PROGRAM COMPONENTS

Proposers may submit one proposal that addresses A, B, C, D, E, F, or any combination of A, B, C, D, E, F of the following Program Components.

Proposers may submit proposals to deliver Program Component(s) A, B, C, D, E, F listed below within their own proposal, and/or may submit a proposal to deliver Program Component(s) A, B, C, D, E, F listed below for all proposals approved through this RFP for the Lehigh Valley Workforce Area.


If LVWIB does not receive proposals addressing Program Components A, B, C, D, E, F, LVWIB reserves the right to ask proposers to provide additional Program Component(s) as described below.

Program Components

- A. Recruitment**
- B. WIA Eligibility, Documentation and Data Entry**
- C. Assessment**
- D. Case Management, Individual Career and Employment Planning, and Support Services**
- E. Youth Program Delivery, including 10 WIA Program Elements**
- F. Follow Up Services**

All successful proposers will partner with the workforce system program called PA CareerLink® Lehigh Valley and will be assigned LVWIB/PA CareerLink® Lehigh Valley staff to coordinate programming and provide technical assistance.

A) RECRUITMENT

All successful proposals being submitted for the Recruitment Program Component must use LVWIB Career Force  branding to recruit WIA eligible youth, as outlined in WIA 101 (13) and (25) and as described below in Section B.1. WIA Eligibility. – **Click on:** [Workforce Investment Act](#)

Proposals must include an innovative recruitment plan that targets Lehigh and Northampton County youth, and is flexible to meet various program start dates beginning May 15, 2010 and ending by June 30, 2011 as directed by the LVWIB. Proposers should allow sufficient time to recruit eligible youth to ensure compliance with the LVWIB Enrollment Policy, which requires that 80% of youth are enrolled at least two weeks prior to program start date. **Click on:** [Youth Enrollment Policy](#)

B) WIA ELIGIBILITY, DOCUMENTATION AND DATA ENTRY

1. WIA Eligibility

Funding is governed by WIA and therefore all required provisions apply. All successful proposers will be trained to determine WIA eligibility. To be considered eligible, youth must meet the following criteria and verify that they:

- Are between ages of 16 and 21 (at least 16 and not older than 21 at the time of participation)
- Are a U.S. Citizen or legally permitted to work in the United States
- Are a resident of Lehigh or Northampton counties
- Have a valid social security number
- All males at least 18 years of age must be in compliance with the Selective Service Act requirements
- Meet economic eligibility (**Appendix 1**) as defined in WIA 101 (25)

- Meet one of the following barriers, as defined in WIA 101 (13), with supporting documentation: **Click on:** [Workforce Investment Act](#)
 - Basic skills deficient, school drop-out, homeless, runaway or foster child, pregnant or parenting, offender, is an individual (including youth with a disability) who requires additional assistance to complete an educational program, or to secure and hold employment

2. Documentation

All successful proposers will be trained in acceptable WIA Eligibility Documentation, materials and procedures as required in **Workforce Investment Information Notice No. 3-99, Change 2** – **Click on:** [WIIN 3-99 Change 2](#)

3. Data Entry

The Commonwealth of Pennsylvania workforce system requires that participant information be entered and tracked in a secured web-based system of record known as the Commonwealth Workforce Development System (CWDS). Any proposer staff that does Data Entry is required to sign a Commonwealth of Pennsylvania Data Entry Confidentiality Agreement. All Data Entry must be timely and includes but is not limited to:

- CWDS Enrollment (~ 10 minutes per youth) – Enters initial demographic information to generate an individual identification number on the CWDS system
- WIA Registration (~ 30 minutes per youth) – Enters data to register WIA eligible youth, including demographics, contact information, characteristics education and work history, income, household composition and acceptable documentation
- Service Authorization (~10 minutes per youth per service) – Enters data to create a individualized youth service record for all services provided during program participation and follow up
- Youth Outcome (~ 10 minutes per youth) – Enters data to record exit information from program
- Follow Up (~ 5 minutes per youth per service) – Enters data to record 12 month follow up services

All proposers will be trained to enter data on the Commonwealth Workforce Development System and will receive on-going support during the contract and follow up period.

C) **ASSESSMENT**

Proposers are responsible for conducting an Objective Assessment on each youth that focuses on determining individual academic levels, skills levels, services requirements including a review of basic skills, occupational skills, prior work experience,

employability, interests, aptitude, supportive services and developmental needs including interests and aptitude for non-traditional jobs. Proposers are also responsible for conducting Work Readiness pre- and post-tests.

Since it is required that youth increase their skills in literacy, numeracy and work readiness, pre- and post-tests must be completed to determine skill attainment levels, including literacy and numeracy, and work readiness gains of each youth as outlined in Section 5 Performance Requirements. All youth determined to be basic skills deficient through pre-testing must be re-tested within 60 days of enrollment and at regular intervals thereafter for literacy and numeracy gains.

The following Commonwealth assessment tools may be used to determine literacy and numeracy gains:

- ABLE
- BEST
- BEST Plus
- TABE (7-8)
- TABE (9-10)
- WorkKeys

Proposers will be provided a LVWIB approved Work Readiness pre- and post-test to be administered to youth.

D) CASE MANAGEMENT INCLUDING INDIVIDUAL CAREER AND EMPLOYMENT PLANNING (ICEP), AND SUPPORT SERVICES

Case Management includes the coordination of services, guidance and the development of an Individual Career and Employment Plan (ICEP) that outlines and tracks strategies to identify career, education and employment goals for youth, taking into consideration the Assessment conducted pursuant to WIA 129(c)(1)(A) and described in Program Components C. Assessment.

Case Management shall identify educational opportunities, linkages between academic and occupational learning, including youth skills attainment, effective connections to intermediaries, links to local and regional employers within the ICEP, which must be reviewed quarterly to evaluate youth's progress in meeting educational, career and employment goals.

Support services must be documented and may include: transportation, child care, housing, work-related attire, and tools, linkages to community services, referrals to medical services, and continuous guidance and counseling by mentors, job coaches and/or workforce coordinators.

Support services may be included in the proposal and may be reimbursed if funding is available, unless these services are available through in-kind or other funding sources. Any costs associated with support services should be justified and itemized separately and included in the proposal budget.

E) YOUTH PROGRAM DELIVERY INCLUDING 10 WIA PROGRAM ELEMENTS

Each Program Proposal for Youth Program Delivery must be based on one of the following three models:

- 1. Out-of-School Youth Program Model**
- 2. In-School Youth Program Model**
- 3. Summer Youth Employment Opportunities Model**

10 WIA PROGRAM ELEMENTS

Youth program and activities are authorized under WIA Section 129. Therefore, all youth program delivery models must make available OR connect youth to community partners and/or employers that provide the following required 10 WIA Program Elements. (Appendix 2) – 10 WIA Program Elements

1. Tutoring, study skills training, and instruction leading to secondary school completion, including dropout prevention strategies.
2. Alternative secondary school offerings.
3. Summer Youth Employment Opportunities directly linked to academic and occupational learning.

NOTE: Proposers either have the option to include a Summer Youth Employment Opportunities Model as described in Section 4. E. 3., as part of their Out-of-School Youth Program Model or In-School Youth Program Model, as described in Youth Program Delivery, Section 4. E. 1. and 2.

OR, proposers may submit a proposal to do a comprehensive Summer Youth Employment Opportunities Model, as described in Section 4. E. 3., that serves all successful Out-of- School and In-School Youth Program Models awarded by the LVWIB.

4. Paid and unpaid employment opportunities including work experiences, internships, and job shadowing which provide management and oversight.
5. Occupational skill training.
6. Leadership development opportunities, which include community service and peer-centered activities encouraging responsibility and other positive social behaviors.
7. Supportive services including linkages to existing community based organizations.
8. Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
9. Follow-up services for not less than 12 months after program completion.
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.

1. OUT-OF-SCHOOL YOUTH PROGRAM MODEL

Out-of-School Youth aged 16-21 must meet WIA eligibility requirements and: (a) be a high school dropout, or (b) have graduated from high school or hold a GED and are basic skills deficient and are unemployed or underemployed, or (c) a high school graduate/GED attending post-secondary education and is basic skills deficient.

Youth attending alternative schools in any school system do not qualify as Out-of-School Youth.

An Out-of-School Youth Program Model proposal must comprehensively address the varied needs of the Out-of-School Youth population through a holistic, creative and customized programming approach. This approach may include work readiness, life skills, academics, career education, support services, job and labor market information, work experiences, attainment of GED, high school diploma, occupational skills certificate, post-secondary education and employment. Proposals should include intensive guidance counseling and support services.

Proposers are encouraged to partner with employer-driven organizations to identify job shadowing, full and part time employment, internships, apprenticeships, and paid and unpaid work experiences.

Out-of-School Youth Program Models must include the 10 WIA Program Elements listed above in Section E Youth Program Delivery plus the following:

- 10 WIA Program Elements should be interconnected and linked as the Objective Assessment indicates that any or all of the elements are needed
- Operate programs between July 1, 2010 to June 30, 2011
- Increase literacy and numeracy gains as measured by approved Assessment tools (Section 4. C.) and provide academic instruction to achieve performance requirements
- Connect youth to education to attain a high school diploma/GED, post-secondary degree or certificate
- Connect youth to employer recognized occupational skills training leading to a certificate that provides skills credentials and marketable skills
- Connect youth with employment, work experience opportunities and career awareness activities

1. OUT-OF-SCHOOL YOUTH PROGRAM MODEL (CONTINUED)

- Provide work readiness skills as described in (**Appendix 3 – Definitions**)
- Provide mentors, job coaches, and workforce coordinators to link youth with work experiences, community organizations, employer led professional associations
- Provide programming focusing on Youth Program Priorities listed in Section 3
- Conduct orientations outlining program expectations and activities, WIA services and employment documentation, policies and procedures, all applicable laws including Child Labor Laws, and all services available through PA CareerLink® Lehigh Valley
- Enroll youth on the PA CareerLink® job search website at www.pacareerlink.state.pa.us to familiarize youth with services available through this Commonwealth online resource
- Register youth on Career Cruising, a web-based career exploration and planning system for students and job seekers at www.careercruising.com and encourage private sector employer partners to participate
- Incorporate the PA CareerLinking Academy model within their program design
- Link with Lehigh Valley Business/Education and Regional Career Education Partnership Coordinator for assistance at cevans@lvwib.org
- Contribute to the achievement of the Common Performance Measures and Negotiated Performance Levels, and LVWIB Measures and Required Program Outcomes outlined in Section 5 Performance Requirements
- Youth who participate in Out-of-School Youth Program Model must be provided with a minimum of 12 months of follow-up services.

2. IN-SCHOOL YOUTH PROGRAM MODEL

In-School Youth ages 16-21 must meet WIA eligibility requirements and: (a) is not a high school graduate/GED and is attending middle school, secondary or post-secondary or an alternative school full- or part-time or, (b) is between school terms and intends to return to school.

In-School Youth program proposals must ensure an integrated and comprehensive approach to link educational and youth development activities to academics and occupational learning, provide work readiness skills, employability skills, career awareness and job and labor market information.

Programs should encourage and motivate youth to stay in school, graduate and transition into post-secondary education, occupational skills training and employment. Proposers are encouraged to partner with employer-driven organizations to identify job shadowing, internships, apprenticeships, work experiences, and full- and part-time employment opportunities.

In-School Youth Program Models must include the 10 WIA Program Elements listed above in Section E Youth Program Delivery plus the following:

- 10 WIA Program Elements should be interconnected and linked as the Objective Assessment indicates that any or all of the elements are needed
- Provide services to In-school Youth in the 11th and 12th grades, ages 16-21
- Operate programs between July 1, 2010 to June 30, 2011
- Increase literacy and numeracy gains as measured by approved Assessment tools (Section 4. C.) and provide academic instruction to achieve performance requirements
- Connect youth to education to attain a high school diploma/GED, and post-secondary degree or certificate
- Provide mentors, job coaches, and workforce coordinators to link youth with work experiences, community organizations, employer led professional associations

2. IN-SCHOOL YOUTH PROGRAM MODEL (CONTINUED)

- Connect youth to employer recognized occupational skills training leading to a certificate that provides skills credentials and marketable skills
- Connect youth with employment, work experience opportunities and career awareness activities
- Provide programming focusing on Youth Program Priorities listed in Section 3
- Conduct orientations outlining program expectations and activities, WIA services and employment documentation, policies and procedures, all applicable laws including Child Labor Laws, and all services available through PA CareerLink® Lehigh Valley
- Enroll youth on the PA CareerLink® job search website at www.pacareerlink.state.pa.us to familiarize youth with services available through this Commonwealth online resource
- Register youth on Career Cruising, a web-based career exploration and planning system for students and job seekers at www.careercruising.com and encourage private sector employer partners to participate
- Incorporate the PA CareerLinking Academy model within their program design
- Link with Lehigh Valley Business/Education and Regional Career Education Partnership Coordinator for assistance at cevans@lvwib.org
- Contribute to the achievement of the Common Performance Measures and Negotiated Performance Levels, and LVWIB Measures and Required Program Outcomes outlined in Section 5 Performance Requirements
- Youth who participate in In-School Youth Program Model must be provided with a minimum of 12 months of follow-up services.

3. SUMMER YOUTH EMPLOYMENT OPPORTUNITIES MODEL

Summer Youth Employment Opportunities Model including Employer Recruitment:

Summer Youth Employment Opportunities are required under the WIA are one of the 10 WIA Program Elements as found in Section E. 3., and are available to all eligible youth ages 16-21.

WIBs are required to offer Summer Youth Employment Opportunities not as a stand-alone service but integrated as a part of a comprehensive strategy for addressing youth's employment and training needs determined at assessment and outlined in their ICEP. Summer Youth Employment Opportunities must also link youth to academic and occupational learning, and youth must also be provided with a minimum of 12 months of follow-up services.

NOTE: Proposers either have the option to include a Summer Youth Employment Opportunities Model as described in Section 4. E. 3., as part of their Out-of-School Youth Program Model or In-School Youth Program Model, as described in Youth Program Delivery, Section 4. E. 1. and 2.

OR, proposers may submit a proposal to do a comprehensive Summer Youth Employment Opportunities Model, as described in Section 4. E. 3., that serves all successful Out-of- School and In-School Youth Program Models awarded by the LVWIB.

Summer Youth Employment Opportunities should provide youth employment in career fields of interest in high priority occupations within Lehigh Valley's targeted industry clusters, and assist in increasing academic, occupational and transferrable skills.

The Summer Youth Employment Opportunities Model must also include the following:

- Services to eligible Out-of-School or In-School Youth as defined in Section 2 Targeted Populations
- A plan to begin operations on or after May 15, 2010 and no later than September 30, 2010

3. SUMMER YOUTH EMPLOYMENT MODEL (CONTINUED)

- Career awareness, work readiness, academic and occupational learning
- Summer Youth Employment Opportunities aligned, to the extent possible, with the career and employment goals as described in the youth ICEP
- A detailed plan for recruitment of employers
- Partner with employer-driven organizations to identify Summer Youth Employment Opportunities
- Worksite agreements with employers
- Provide mentors, job coaches, and workforce coordinators to link youth with work experiences, community organizations, employer led professional associations
- Programming focusing on Youth Program Priorities listed in Section 3
- Orientations outlining program expectations and activities, WIA services and employment activities, expectations documentation, policies and procedures, all applicable laws including Child Labor Laws, and all services available through PA CareerLink® Lehigh Valley
- Enroll youth on the PA CareerLink® job search website at www.pacareerlink.state.pa.us to familiarize youth with services available through this Commonwealth online resource
- Register youth on Career Cruising, a web-based career exploration and planning system for students and job seekers at www.careercruising.com and encourage private sector employer partners to participate
- Incorporate the PA CareerLinking Academy model within their program design
- Contribute to the achievement of the Common Performance Measures and Negotiated Performance Levels, and LVWIB Measures and Required Program Outcomes outlined in Section 5 Performance Requirements
- Link with Lehigh Valley Business/Education and Regional Career Education Partnership Coordinator for assistance at cevans@lvwib.org
- Youth who participate in Summer Youth Employment Opportunities Model must be provided with a minimum of 12 months of follow-up services.

F) FOLLOW UP SERVICES

Follow up services is one of the most important components of WIA funded programming. It is defined as the period when youth exit a program without achieving all the goals in their ICEP, and may not be employed or enrolled in education, may not have attained a degree or certificate, and may not have acquired gains in literacy or numeracy. Therefore, they may not be contributing to the Performance Requirements listed in Section 5.

Follow up services provide opportunities to continue removing barriers as youth move toward employment, training and other activities leading to a credential or most importantly to employment. Proposers must serve as the point of contact and continue to mentor and track the progress of youth for a minimum of 12 months.

Therefore, it is required that proposals contain programs and budgets to conduct 12 months of follow up activities coupled with support services, after youth exit a program. The types and duration of services is based on needs as outlined in the ICEP.

Follow up services include, but are not limited to: leadership development, workforce development, job coaching and employment mentoring, work readiness training, peer support groups, work-life support, career exploration and development, training readiness and continuing education, tracking progress, workshops, and much more.

Please be creative in developing follow up activities, locations and schedules.

SECTION 5: PERFORMANCE REQUIREMENTS

It is expected that all WIA funded programs meet and/or contribute to the achievement of the Common Performance Measures and Negotiated Performance levels outlined in the following chart. The State and Federal government have not yet issued all performance standards for the period between May 15, 2010 and June 30, 2011, therefore, the percentages in the chart below are subject to change.

Performance will be assessed on two levels:

1. WIA Common Performance Measures and Negotiated Performance Levels:

The WIA Common Performance Measures are negotiated by the LVWIB with the Pennsylvania Department of Labor and Industry and, along with information about each Measure, is being provided to you as a reference for meeting performance.

Common Performance Measures	Negotiated Performance Level
A. Placement in Employment or Education	67%
B. Attainment of a Degree or Certificate	65%
C. Literacy/Numeracy Gains	53%

A. Placement in Employment or Education - 67%

Positive outcomes include placement of youth in:

- Military service
- Post-secondary education
- Attainment of technical or occupational skills necessary to gain employment or advance within an occupation that result in attainment of a certificate
- Employment

B. Attainment of a Degree or Certificate - 65%

Attainment of a degree or approved certificate is met when youth attain a high school diploma, GED, or occupational skills certificate issued by:

- State educational or vocational and technical educational agencies;
- Institutions of higher education in Section 102 of the higher Education Act and qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education eligible to participate in Federal student financial aid programs;
- Professional, industry or employer organizations or a product manufacturer or developer using a valid and reliable assessment of an individual's knowledge, skills, and abilities;
- Registered Apprenticeship Programs;
- A Public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector);
- Department of Veterans Affairs;
- Office of Job Corp and Tribal Colleges.

Certificates awarded by local workforce areas in recognition of the attainment of pre-employment or work readiness skills are not included in the above approved certificates.

C. Literacy and Numeracy Gains - 53%

This measure only applies to Out-of-School youth who are basic skills deficient and is met when:

- Out-of-School Youth increase literacy or numeracy levels by one or more educational functioning levels. An educational functioning level equals an increase of two grade levels.

2. LVWIB Measures and Required Program Outcomes:

The following LVWIB Measures and Required Program Outcomes are governed by the LVWIB, designed to assess program outcomes, and will be monitored on a monthly basis.

Measures	Required Program Outcomes
1. Program retention	85%
2. Attendance	85%
3. Grade Promotion/High School Diploma (In-School Youth only)	85%
4. Increase in Work Readiness	85%
5. Literacy and Numeracy gains – One/more educational levels	85%
6. Enrollment in GED/Post-secondary /Occupational Skills Training	Total number
7. Placement in Unsubsidized Employment or the Military	Total number
8. Occupational Skills Training	Total number
9. Enrollment on PA CareerLink® state website	100%

SECTION 6: CONTRACT INFORMATION

GENERAL INFORMATION:

The Lehigh and Northampton County Executives, acting on their authority as the Chief Elected officials as defined in the WIA have named the Private Industry Council of Lehigh Valley, Inc. (PIC) as the grant sub-recipient and fiscal agent for the Lehigh Valley Workforce Investment Board, Inc. and responsible for procurement, reporting, accounting, contracting and funds management.

As part of the WIA, the LVWIB/Youth Council is seeking proposers to serve WIA eligible economically disadvantaged youth with barriers such as basic skills deficient, school drop-outs, homeless, runaway or foster children, pregnant or parenting youth, offenders, and youth who require help to stay in school, continue their education, and/or need help to secure and maintain employment.

The Workforce Investment Act (WIA) may be amended or reauthorized at any time during the contracted period outlined in this RFP. The LVWIB reserves the right to cancel or modify the RFP, and/or the scope of programming, to the extent necessary, to ensure compliance with state and/or federal guidelines if reauthorization or successor legislation is passed.

Proposers may be in the private, for-profit sector, not-for-profit entities, educational institutions, community and faith-based organizations, labor organizations and public entities such as municipalities, townships and school districts with significant capacity, demonstrable youth development experience and outcomes to operate youth workforce development programs.

INCURRING COSTS

The LVWIB and its Fiscal Agent are not responsible for any pre-proposal costs incurred prior to the selection of service providers.

DISCLOSURE OF PROPOSAL CONTENTS

Proposals will be held in confidence and will not be revealed or discussed with competitors. All materials submitted with the Proposal and the Proposal itself, become the property of the LVWIB and will not be returned. The LVWIB reserves the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

MEDIA RELEASES AND MARKETING MATERIALS

All successful proposers must receive prior written approval from the LVWIB for all media releases and marketing materials.

PERIOD OF PERFORMANCE

Based on availability of funds, cost-reimbursement contracts will begin on or after April 1, 2010 and be in effect no longer than June 30, 2011. However, based on performance and availability of funding, contracts may be eligible for optional yearly extensions for a second and third year. Extended dates for contracts that include follow-up services will be determined during contract negotiations.

REPORTING AND PROGRAM OVERSIGHT

WIA requires extensive data collection to validate eligibility and performance. Successful proposers will be responsible for monthly data and documentation that tracks youth participation, progress, and performance outcomes. The documentation of

efforts and outcomes is critically important to the LVWIB and will be outlined in detail, with successful proposers, during contract negotiations.

Program performance oversight and monitoring will be the responsibility of the LVWIB.

RECORDS RETENTION

Awarded contractor(s) are required to retain contractual/fiscal records and customer case records for six (6) years. If an audit began during the sixth-year period and has not been completed the contractual/fiscal records and customer case records must be retained beyond the sixth-year period until the audit is complete.

PAYMENTS TO YOUTH

Youth may receive a wage allocation while enrolled in a program as determined by the LVWIB/Youth Council. Payments for youth should not be included in your budget and will be handled through the Private Industry Council of Lehigh Valley, Inc. (PIC); the fiscal agent for the LVWIB. Youth will earn no less than the Federal Minimum Wage.

INCENTIVES FOR YOUTH

Youth incentives may be a part of your proposal and should be clearly defined in your proposal narrative and budget. Incentives may be funded, based on funding availability.

PROPOSAL VERIFICATION

Proposals will be reviewed to verify that they are complete and consistent with the guidelines set forth in this RFP. No incomplete, faxed, e-mailed or late proposals will be accepted.

PROPOSAL TIMELINE

Activity	Timeline
RFP Release Date	January 26, 2010
Bidders' Conference	February 2, 2010 at LVWIB, 1601 Union Blvd, Allentown, Pa. 18109 at 1:30 PM
Notice of Intent to Apply	February 5, 2010
Proposal Due Date	February 25, 2010 at Noon
Review and Selection Period	March 1, 2010 - March 23, 2010
Notification	March 23, 2010
Contract Negotiations	March 24, 2010 through March 31, 2010
Contract Dates	April 1, 2010 to June 30, 2011
Youth Timeline	May 15, 2010 to June 30, 2011

Pennsylvania

Lehigh Valley Workforce Investment Board, Inc.

The LVWIB Youth Council will meet on March 12, 2010 to recommend youth providers to the LVWIB. Notification will be made following Board approval at the Lehigh Valley Workforce Investment Board, Inc. meeting on March 23, 2010. The LVWIB reserves the right to negotiate with all proposers selected for contract awards.

NOTIFICATION OF INTENT TO APPLY

Please submit the attached Notification of Intent to Apply found in **(Attachment 1)**. The form may be faxed to Rose Ann Kisilewicz at 610-437-3527 or emailed rkisilewicz@lvwib.org and is due by 4:00 pm on February 5, 2010. While failure to notify the LVWIB through the Notice of Intent to Apply will not disqualify you, it will provide us needed information for planning purposes. Thank you for your cooperation in this matter.

BIDDERS' CONFERENCE

A Bidders' Conference will be held on Tuesday, February 2, 2010 at the Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown, PA 18109 at 1:30 pm. Attendance is strongly encouraged. Please RSVP your attendance by contacting Rose Ann Kisilewicz, Quality Improvement Specialist, Lehigh Valley Workforce Investment Board, Inc. at 610-841-1041 or email rkisilewicz@lvwib.org.

QUESTIONS ABOUT THE RFP

Questions regarding this RFP must be submitted in writing prior to the February 2, 2010 Bidders' Conference to the Lehigh Valley Workforce Investment Board, Inc. by emailing Rose Ann Kisilewicz, LVWIB Quality Improvement Specialist, rkisilewicz@lvwib.org. Phone call inquiries will not be accepted. Questions and answers from the RFP process and Bidders' Conference will be posted on the LVWIB website at www.lvwib.org. **Questions will not be accepted after the Bidders' Conference.**

REVIEW PROCESS

A LVWIB/Youth Council Review Committee will rate proposals based on a scoring rubric. The Review Committee reserves the right to request additional information and schedule interviews or location visits as necessary. Your assistance is appreciated in accommodating any visitation requests.

The scoring rubric is as follows for each Program Component:

Criteria	Total Possible Points
Organizational Capacity/Experience and Qualifications	25
Proposed Program Component Narrative	50
Budget and Other Resources	25
Total	100

EQUAL OPPORTUNITY

The proposer must assure, with respect to operation of the WIA funded services or activity and all agreements or arrangements to carry out the WIA funded project or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Investment Act of 1998, Section 188, and its implementing regulations. From WIA Section 188, "No individual shall be excluded from participating in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex, national origin, age, disability or political affiliation or belief".

QUALIFICATIONS AND RESPONSIBILITIES

Those selected for funding will need to provide the following documents at time of contract negotiations:

- Lobbying Certification Statement
- Drug Free Work Place Statement
- Concurrence of Collective Bargaining Agent
- Americans with Disabilities Act (ADA) Accessibility Checklist signed by authorized representative
- Equal Employment Opportunity statement
- Grievance Procedures
- Most recent Liability Insurance Certificate
- Two copies of the most recent year's independent auditors' reports and accompanying financial statements

COMPLIANCE

- Organizations must assure compliance with all applicable health and safety standards established under Federal, State and local laws governing working or training conditions of eligible youth. Provisions must be made for accessibility of individuals with disabilities to the training and/or work facility and as required by Section 504 of the rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, as amended
- Activities for youth under the age of 18 must comply with Child Labor Laws
- Programs must provide Priority of Service for Veterans and Eligible Spouses
- Youth cannot replace any regular employees that are laid off or have reduced work hours
- Organizations operating programs must comply with all WIA requirements, directives issued by the Pennsylvania Department of Labor and Industry or other appropriate state departments
- Staff working directly with youth under the age of 18 must have child abuse clearance, criminal background checks and FBI clearances

SECTION 7: PROPOSAL SUBMITTAL

Proposers may submit one proposal that addresses A, B, C, D, E, F, or any combination of A, B, C, D, E, F of the Program Components outlined in Section 3 Program Components.

Each proposal must include the following USING THE ORDER BELOW:

1. Proposal Cover Sheet: Please complete **(Attachment 2)** and use as the cover page of your proposal.
2. Organizational Capacity/Experience and Qualifications. Please describe the following:
 - a. Provide an overview of the organization(s) including the experience and capacity to deliver innovative programming to youth 16-21.
 - b. Describe the accounting system to be used. Include the types of ledgers, journals, payroll records, time and attendance records and indicate who will have the fiscal responsibility.
 - c. Explain how a satisfactory audit trail, listing documentation used to justify all expenditures, will be maintained.
 - d. Explain how facilities and equipment to be utilized are in compliance with the Americans with Disabilities Act. Accessibility to building, classrooms, and restrooms should be included in explanation.
 - e. A signed copy of the Debarment/Suspension Certification Statement must be submitted with your proposal. Please complete **(Attachment 3)**.

For each Program Component being submitted for funding in your proposal, as described in Section 3 Program Components, A-F, include the following:

[NOTE: If you are proposing multiple Program Components, the following information must be provided separately for each Program Component. If any item in 4 Program Component Narrative below does not apply to your Program Component, please explain.]

3. Program Component Summary Sheet: Please complete **(Attachment 4)**.
4. Program Component Narrative is not to **exceed eleven pages**.
 - a. Provide a one-page summary highlighting the Program Component contents.

- b. Describe in detail the innovative Program Component design, goals, activities and approach.
 - c. Describe the proposer's ability to collaborate with employers, schools, youth service organizations and other partners.
 - d. Provide a detailed timeline including start-up activities, staff hours and youth program operation including a weekly youth program schedule.
 - e. Describe the roles, responsibilities, and commitments of each partner if applicable.
 - f. Outline the staffing needed, staff qualifications, and experience working with youth ages 16-21.
 - g. Provide an organizational chart related to the Program Component.
 - h. Identify the number of youth to be served and staff/youth ratio.
 - i. Describe how the program will connect youth to the 10 WIA Program Elements listed in Section 4 Identify any other community partners/employers who will provide the 10 WIA Program Elements and how they will do so.
 - j. Describe how the program component will include the Youth Program Priorities listed in Section 3.
 - k. Describe how you plan to meet the WIA Common Measures and LVWIB Measures and Required Performance Outcomes listed in Section 5, Performance Requirements.
 - l. Program Component Partner Commitment Letters – Include letters of commitment from each organization, on letterhead, identifying roles, responsibilities, and commitments.
5. Budget and Other Resources for each Program Component
- a. Program Component Budget and Budget Narrative: Please complete **(Attachment 5)**
 - b. List all cash and in-kind resources the organization will provide
6. The Proposal Submission must meet the following specifications:
- a. Formatted using a 1" margin and no smaller than a 12-pt. font
 - b. Include a table of contents

- c. Typed single-sided, single spaced pages
- d. Pages should be numbered and include a header/footer identifying the proposers name and Program Component
- e. Proposals must be submitted in the order listed in Section 8
- f. One original hard copy and one electronic copy (flash drive or CD) must be submitted by mail or delivered to appropriate address below
- g. The hard copy should not be placed in a binder, stapled or bound in any way
Please use binder clips only
- h. All proposal applications must be received by Noon, Thursday, February 25, 2010
- i. ***Late proposals will not be accepted and incomplete proposals will not be reviewed***

Mail to: Lehigh Valley Workforce Investment Board, Inc.,
1601 Union Boulevard
P. O. Box 20490
Lehigh Valley, PA 18002-0490

Deliver to: Lehigh Valley Workforce Investment Board, Inc
1601 Union Boulevard, Allentown, PA 18109

Contact person: Rose Ann Kisilewicz, Quality Improvement Specialist
(610) 841-1041 rkisilewicz@lvwib.org

SECTION 8: BUDGET INFORMATION

Budget Forms: All budget sheets are provided in a separate Excel Workbook named Innovative Youth Programs in **(Attachment 5)** and must be included in the proposal.

A separate budget and narrative is required for each Program Component as follows:

- A. Recruitment
- B. WIA Eligibility, Documentation and Data Entry
- C. Assessment
- D. Case Management, Individual Career and Employment Planning (ICEP) and Support Service
- E. Youth Program Delivery, including 10 WIA Program Elements,
- F. Follow Up Services

There is a separate budget tab in the Excel Workbook for each Program Component.

NOTE: If a security warning appears in regards to macros you can either enter OK and continue, or set your macro security level to low.

Proposer's Fiscal contact information should only be entered on the sheet in the tab labeled Summary. Contact information will carry forward to all other budget sheets in the Excel Workbook. Successful proposers may be required to provide additional budget information at the time of contract negotiations.

Budget Narrative: In addition to the Budget Sheet, proposers must submit a **Budget Narrative**. The Budget Narrative must provide a detailed description of costs associated with each line item on the budget sheet.

Formulas: The formulas will automatically calculate the totals so Proposers should only fill in applicable cells.

Administrative Costs: Administrative costs cannot exceed **7%** of the total Program Component amount. The costs of administration are those expenditures associated with performing the following overall general administrative functions:

- Accounting, budgeting, financial and cash management functions
- Procurement and purchasing functions
- Property management functions
- Personnel management functions
- Payroll functions
- Audit functions