



**REQUEST FOR PROPOSALS (RFP)
LEHIGH VALLEY WORKFORCE INVESTMENT BOARD, INC.**

The Lehigh Valley Workforce Investment Board, Inc. (LVWIB) is soliciting proposals for a qualified organization or individual to serve as **Project Manager** for the North East PA Green Machine grant awarded to the LVWIB from the Pennsylvania Department of Labor and Industry through the American Recovery and Reinvestment Act. The North East PA Green Machine is collaborative approach by four North East PA Workforce Investment Boards--Lehigh Valley Workforce Investment Board, Inc., Lackawanna County Workforce Investment Board, Luzerne/Schuylkill Counties Workforce Investment Board, Inc. and Pocono Counties Workforce Investment Board--to prepare a regional workforce for a green economy. The grant provides green occupational skills training, career pathways, assessments, workshops, career academies, curriculum development, supportive services and job placement. The Grant Summary can be viewed at www.lvwib.org.

The Project Manager will manage, coordinate and oversee all activities of the grant including recruitment, eligibility, enrollment, assessments, workshops, academies, occupational and basic skills training, outreach, tracking and reporting, and other duties necessary to fulfill grant outcomes within budget and timeline.

Successful proposals must demonstrate a proven track record of grant management. Working knowledge of energy-related industries, occupations and regional economies of Northeast PA desired.

Please submit proposals including: qualifications, experience, capacity, resume, client list and/or references. Include one original hard copy and one electronic copy (flash drive or CD).

Proposals must be submitted no later than Noon on Friday, September 10, 2010 by mail to: Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, PO Box 20490, Lehigh Valley, PA 18002-0490 or delivered to: Lehigh Valley Workforce Investment Board, Inc., 1601 Union Boulevard, Allentown, PA 18109. The LVWIB reserves the right to modify any of the enclosed specifications as required and reserves the right to accept, review and fund unsolicited proposals at any time.

Auxiliary aids and services are available upon request to individuals with disabilities.
Equal Opportunity Employer/Program