

# Request for Proposals

FOR THE



## 2009 Tri-County Workforce Investment Board Summer Youth Program

**Notice of Intent to Apply**  
**Bidders Conference**  
**Proposals Due**

**April 24, 2009**  
**April 28, 2009**  
**May 12, 2009**

**Only those providers who have notified the TCWIB, in writing of their intent to submit a proposal may attend the bidders conference. Proposals will not be accepted from those failing to submit a letter of intent.**

Tri-County Workforce Investment Board, Inc.  
Pullman Commerce Center  
Suite 201  
112 Hollywood Drive  
Butler, PA 16001

## **Background**

The American Recovery and Reinvestment Act (ARRA) signed into law on February 17, 2009, provides a \$1.2 billion funding provision for employment and training activities through the Workforce Investment Act (WIA) with a focus on creating up to 1 million summer jobs for youth across the country.

As a result, the Tri-County Workforce Investment Board, Inc. seeks to maximize its investment of ARRA funding by identifying and supporting organizations with the expertise to effectively manage program requirements and deliver transformative outcomes.

TCWIB governs workforce policy in the tri-county region (Armstrong, Butler, and Indiana Counties) and serves as a catalyst for regional unification, coordination, integration, and alignment of workforce activities, resources, and initiatives to support economic sustainability, improve education systems, and ensure a quality labor force in tri-county region.

WIA, ARRA, and related federal regulations can be accessed on the Department of Labor's website at [www.doleta.gov](http://www.doleta.gov).

## **Purpose**

TCWIB is seeking to award funds to providers to implement the Summer Employment Experience program through ARRA. This is a stand-alone program in relation to the existing year-round WIA youth program that operates in the Tri-County area. Proposals are being solicited for summer employment programs serving youth ages 16-24 who are out-of-school (not attending secondary school) or in-school (attending secondary school) from June 15 through September 30, 2009. The TCWIB seeks programs that utilize creative and productive approaches to meaningful summer work experiences in either team based projects, individual placements, and/or other innovative work experience programs. Work experience is the core component of a summer employment program. All work experience programs must include a measureable work readiness skills indicator that is measured at the beginning and end of the program to show either work readiness skill attainment or improvement. Local areas must expend a minimum of 30% of funds on out-of-school youth.

## **Types of Proposals Requested**

Work experience provides actual work and wages. Proposals are sought for designs which provide services to youths through one of the following work tracks (a separate proposal must be submitted for each track):

### **Work Experience Track 1: Team-based work**

Work teams will be engaged in conservation projects, environmental restoration or the improvement and beautification of parks and other public properties. TCWIB is seeking organization(s) that can manage several work teams engaged in the improvement, restoration and maintenance of such public lands and places. Bidders may propose specific areas or projects for work assignments. Management of work includes the scheduling, tracking, and dispatch of teams to appropriate worksites as well as payroll, supervision, and management of the health and safety issues for each participant. Work teams are comprised typically of 8 youths and an adult Team Leader (Supervisor). Proposals should outline educational components, organizations capabilities, and resources to successfully manage Conservation and Field Work Teams.

### **Work Experience Track 2: Internships in businesses or offices**

Internships are work experience for youths in business or professional settings. TCWIB is seeking organizations with experience and ability to broker relationships with various employers

and create work sites for youths. Priority will be given to projects which involve activity in one or more TCWIB designated growth employment sectors (Health Care, Advanced Materials and Diversified Manufacturing, Information Technology, Oil and Gas, Transportation and Logistics, Financial Services), including "Green Industries." Worksites and positions must not replace employees previously displaced or laid off for economic reasons. Internships may be developed with for-profit and non-profit employers and organizations. Quality internships will offer value added contextual learning as part of actual supervised work experience. Responsibilities of the intermediary organization include recruitment of business partners, placement, payroll and monitoring of the work sites and activity. Proposed programs should be appropriate to the age and school status of the youths to be served and educational components. Proposals should also include a list of proposed partners acting as worksites.

### **Work Experience Track 3: Innovative work experiences**

Innovative work experiences can involve a combination of education and work experience to further develop and enhance skills and/or knowledge in the TCWIB designated growth employment sectors (Health Care, Advanced Materials and Diversified Manufacturing, Information Technology, Oil and Gas, Transportation and Logistics, Financial Services), including "Green Industries." Career exploration, skill development, and work experiences that could be considered innovative may include the following elements: (1) Exposure to various aspects of an industry; (2) Progressively more complex tasks; (3) Internships and job shadowing; (4) The integration of basic academic skills into work activities (5) Entrepreneurship; (6) Service learning; (7) Paid and unpaid community service; and (8) Other elements designed to achieve the goals of work experiences. Proposed programs should be appropriate to the age and school status of the youths to be served.

### **Proposal Instructions**

#### **Public Notice:**

This Request for Proposals has been distributed to organizations that have made a request, in writing, that TCWIB provide their organization with applicable procurements. A public notice of this RFP has been advertised in the *Butler Eagle*, *Leader-Times*, and *Indiana Gazette*. This document is available for pickup between the hours of 8:30 a.m. and 4:30 p.m. at the TCWIB administrative offices located at Pullman Commerce Center, 112 Hollywood Drive, Suite 201, Butler, PA 16001. This document is also available at the TCWIB website at [www.tricountywib.org](http://www.tricountywib.org).

#### **Bidder's Conference:**

Providers interested in submitting a proposal must first submit a letter of intent by the close of business (4:30 p.m.) on April 24, 2009. A Bidder's Conference will be held on Tuesday, April 28, 2009 at the Kittanning Country Club, Kittanning, Pennsylvania at 1:00 p.m. Proposals will **not** be accepted from those failing to submit a letter of intent.

Staff will be available at the Bidder's Conference to answer questions and to clarify the requirements of the RFP. Because this is a competitive procurement, staff will not be able to provide information regarding quotes from other Bidders or other costs associated with similar projects.

## **Proposal Submission and Specifications:**

Proposals are to be enclosed in a sealed envelope or box and addressed to:

Paul Weifenbaugh  
Youth Program Coordinator  
Tri-County Workforce Investment Board, Inc.  
Pullman Commerce Center  
112 Hollywood Drive, Butler, PA 16001  
(724) 282-9341  
[pweifenbaugh@tcwib.net](mailto:pweifenbaugh@tcwib.net)

## **Submission Instructions**

1. Please indicate on the front of the package, the RFP name (Youth Program) and the name and address of the Bidder. The deadline for receipt of proposals is no later than 4:30 p.m. on May 12, 2009 at the receptionist's desk of TCWIB. All proposals will be date and time stamped. Proposals may be withdrawn by written notice. Withdrawals will be accepted any time up to the implementation of the contract.
2. Eight (8) copies of the proposal must be submitted – one copy must contain original signatures in blue ink, where required. One copy must be submitted on a CD-ROM. The remaining seven (7) copies may be Photostatted copies. Each copy must be bound separately with a binder clip. Please do not bind in any other form.
3. Proposals should be stated in a succinct manner. The Statement of Work should be a maximum of eight (8) pages. Please provide a table of contents and number all pages.

***TCWIB is not responsible for any costs incurred by the bidders in the preparation, development and submission of the proposal.***

## **Timeline**

RFP Issued	April 15, 2009
Notice of Intent to Apply	April 24, 2009
Bidders Conference	April 28, 2009
Proposals Due	May 12, 2009
Youth Council Meeting	May 18, 2009
TCWIB Board Approval	May 22, 2009
Notification to Providers	May 22, 2009

## **Proposal Requirements**

Proposers should submit the following items in the order listed below with proposals:

1. Cover Page
2. Executive Summary (1 page)
3. Proposal Narrative (not to exceed 8 pages)
4. Budget Forms
5. Budget Narrative
6. Attached Certifications

## Statement of Work

The following section details the statement of work for the summer youth employment experience as well as evaluation criteria. Proposers are expected to address the following items in their Statement of Work to this RFP. The narrative is not to exceed eight (8) single sided pages in 11 point font, single spaced, plus the required attachments. A one page Executive Summary should precede the narrative (not to exceed nine pages together).

**Who is to be Served:** The population to be served is youths ages 16-24 (may not be younger than 16 or older than 24 at the start of program participation) living in the tri-county area. Due to the need to quickly implement a successful summer work experiences program, providers must be able to quickly recruit eligible participants. Applicants will be required to complete an application which identifies personal characteristics and WIA eligibility criteria. Eligibility and case management will be determined by staff of Career T.R.A.C.K., Inc. All youth participating in the summer youth work experience will be paid a wage of \$8 per hour. A stipend will be expected to be paid for time spent in the classroom.

**Target Groups:** Due to the need to quickly implement a successful summer work experiences program, providers should have prior experience with both the targeted youth population.

**Each provider must serve out-of-school youth as at least 30% of its target group.**

**Proposals must target out-of-school youth (not attending secondary school) and in-school youth (attending secondary school) who:**

- √ Are between the ages of 16-24
- √ Are low income individuals, as defined in the WIA section 101 (25)
- √ Are within one or more of the following categories:
  - Deficient in basic skills- two or more grade levels below current level in mathematics and reading; is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the individual's family or in society; or is an individual who scores below the minimum standards established by the state on the Pennsylvania System of School Assessment.
  - A school drop-out
  - Homeless, runaway or foster child
  - Pregnant or a parenting teen
  - An offender
  - An individual (including a youth with a disability who requires additional assistance to complete an educational program or to secure and hold employment (Under this provision, the TCWIB Youth Council includes youth that are referred to the service provider by a concerned entity or partnering agency for services.

Priority of service for eligible veterans and their spouses is required.

### Activity Dates

Program activities for in-school youth will begin June 15, 2009 and end August 14, 2009.

Program activities for out-of-school youth will begin on June 15, 2009 and end no later than September 30, 2009. If additional ARRA funding is received, a possible annual renewal based on performance is possible for up to three additional years.

## **Program Goals and Objectives**

Providers are expected to meet the following performance criteria. Each provider is responsible for documenting the results of their goals and must provide them to TCWIB on a regular basis.

1. All work experience programs must include a measureable work readiness skills indicator that is measured at the beginning and end of the program to show either work readiness skill attainment or improvement.
2. At least 85% of youth enrolled into a program are expected to complete the program

## **Staffing:**

TCWIB is seeking providers with staff experience in working with youth. All staff must possess the appropriate and necessary credentials and certifications as required for conducting services and/or training in the State of Pennsylvania. Providers should describe the role of the staff involved in the project and provide a job description for each position to be funded by this proposal. Include resumes of existing staff who will be involved with the program. Provide an explanation of how staff will be selected for the proposed program. List the staff to participant ratio. The ideal ratio should be reasonable and effective. Provide copies of staff licensure or certification required to provide proposed services in the State of Pennsylvania.

**All staff interacting with youth must also possess an Act 34 Criminal History Background Clearance and Act 151 Child-Abuse Clearance.** Providers of youth activities comply with Section 1-111 of the Pennsylvania School Code. Specifically, Section 1-111 requires that all applicants for school employment, including those of independent contractors, **but excluding employees who do not have direct contact with students**, must obtain a criminal background check. All applicants are required to submit a Request for Criminal Record Check to the Pennsylvania State Police. Applicants who **are non-state residents or** have not been a resident of Pennsylvania for at least two years immediately preceding the date of application for employment must also obtain a criminal background check from the Federal Bureau of Investigation (FBI). In addition to the criminal background check, Sections 6354-6358 of the Public Welfare Code (Act 151) requires that all applicants for school employment, both Pennsylvania residents and non-residents, also obtain a Child Abuse History Clearance.

## **Facilities:**

The provider's facilities must be conducive to safety, appropriate for the planned activities and must be in compliance with the Americans with Disabilities Act. The location of the facility should be within easy access to the target population and accessible to public transportation. Providers should describe the facilities they intend to use for their project and provide the location of the facilities. Documentation must be included to ensure the facilities comply with ADA standards. A Letter of Intent must be submitted with the proposal for any facilities not personally contracted by the provider. All facilities must be currently licensed and up to date with all applicable building codes.

## **Transportation:**

Transportation may be provided by a central operator or by the provider submitting a proposal, whichever is the most cost effective and beneficial to the youth. TCWIB will not fund the purchase of buses, vans or any other modes of transportation, but will fund the cost of operating existing transportation. It is the responsibility of the provider to procure the transportation services needed by the targeted group being served. Proof of insurance for all transportation carriers is required. Providers must describe the procedure for transporting youth on a daily basis if necessary and define the actions taken to ensure that licensed and bonded carriers will be

utilized. If daily transportation is being provided, describe the daily anticipated schedule and the provisions for transporting youth with special needs.

**Administration and Record Keeping:**

Describe your organizations previous experience in providing youth programs and services, particularly for at-risk youth. What administrative capacity does your organization currently possess? What has your past performance been in providing services to youth, whether under the Job Training Partnership Act, WIA, or other funding sources? Supply a detailed description of the records you will maintain, their location, and state your willingness to provide access to these records. How will you document disciplinary action(s) taken and what is the basis for administering disciplinary action(s). Service providers will be required to maintain records on each participant and will make these records available to TCWIB, the State and Federal officials and auditors. Records will include a copy of the participant’s application, all State required employment forms, assessment results, Individual Service Strategies, referrals, status changes, terminations, goals, weekly performance and attendance reports, disciplinary reports, evaluations, payroll documentation and any other records pertinent to the youth. All records for the program must be retained for a three (3) year period. Records will be public and must be made available upon written request.

**Organizational Capacity/ Demonstrated Performance:**

A written statement of Demonstrated Performance must be included with all proposals. The statement must include:

- Reasonableness of Costs – A summary of how costs were determined and why they are necessary.
- Record of Performance – A summary of the Service Provider’s prior experience performance.
- Business and Ethics and Fiscal Accountability – A summary of the Service Provider’s ability to deliver services and to account for funds.
- Organization, Experience, Accounting, Operational Controls, and Technical Skills – a summary of the organizational structure, quality of staff, and organizational controls in place that ensure the proper delivery of services and the protection of funds.
- Fiscal Viability – A copy of the most recent audit report must be attached.

Providers must include a description of your organization. Indicate how long you have been in existence. Offer a brief account of the nature of programs, activities and services your organization has provided in the past, particularly those pertaining to the Workforce Investment Act or other youth employment and education initiatives. Provide documentation regarding the results of these programs, activities, and services. Describe you organization’s strengths and weaknesses. Describe how you will account for TWCIB funds awarded to your organization. Explain your accounting systems and the qualifications of the staff who will account for the funds. References, including names, organizations, addresses, and telephone numbers must be provided.

**Budgetary Information:**

Describe how your organization arrived at the program costs being proposed.

1. What services will be included in the budget for the proposed program?
2. What will in-kind contributions and/or public private partnerships provide for?
3. What will the cost be per youth served by the program?

#### 4. What is the amount and percentage for profit and/or indirect costs, if any?

The RFP includes a format of a budget summary that must be completed for all proposed services. All budgets will be evaluated based on cost-effectiveness and completeness. Costs for programs under the Workforce Investment Act must meet the criteria outlined in the OMB Circular A-122, Cost Principles for Non-Profits. A Line Item Budget is a detailed breakout of the proposed program.

This budget provides back up for the categories of Administration, Training and Supportive Services. Definitions of these categories are as follows:

- Administration – Costs associated with management and supervision of the project. Costs may include staff salaries, fringe benefits, supplies, property, rent, utilities, and other reasonable expenses associated with the management and supervision of the project.
- Training – Training is a planned, systematic sequence of instruction or other training experience on an individual or group basis under competent supervision, which is designed to impart skills, knowledge or abilities to prepare individuals for employment. Costs must be directly beneficial to the actual training, education, and subsequent placement of the participant. Costs may include staff salaries and fringe benefits or personnel directly engaged in providing training; books and other teaching aids; classroom space and utility costs; equipment, materials, and supplies for use by participants while in training.
- Supportive Services – These are services which are necessary to enable an eligible individual, who cannot pay for such services, to participate in a training program. Examples of such services include: transportation, medical services, etc.

Be advised that TCWIB monitors all programs during a contract period. Contractors may be required to provide documentation of expenses related to the negotiated budget. The Department of Labor requires that property and equipment purchased with WIA funds must be used for the purpose authorized under the Act and all property and equipment purchased by a contractor, with WIA funds shall become the property of TCWIB.

#### **Insurance:**

Funded service providers must carry a Comprehensive General Liability policy written on an occurrence basis under a standard ISO CGL or BOP form without restriction as to location or operations with a \$3,000,000 limit of liability and naming TCWIB as “additional insured” with “waiver of subrogation” against TCWIB, to be carried at all times during the performance of this contract.

Funded service providers must provide evidence of a fidelity (employee dishonesty) bond in an amount of \$100,000 on any/all employees handling funds related to this contract. The bond limit for employees handling WIA funds will be increased to \$500,000.

Funded service providers shall maintain commercial automobile liability insurance in the amount of \$1,000,000 covering all owned, non-owned and hired automobiles.

Funded service providers shall maintain workmen’s compensation insurance with statutory limits covering all employees including those subsidized under this contract during the entire term of this contract.

Funded service providers shall maintain a \$5,000,000 commercial umbrella policy over their Commercial General Liability and Automobile Liability with no greater than \$10,000 retained limit during the entire term of this contract.

Evidence of these coverage's must be provided in the form of a certificate of insurance prior to contract execution with at least 10 days notice of cancellation given in writing. Coverage must be provided by a carrier with A.M. Best rating of A or better.

**Collaboration:**

Describe the established partnership for the program, the roles and responsibilities of each partner and provide a summary of the in-kind contributions and/or additional funding sources being contributed by the partners. Identify the lead fiscal agency in the collaboration. Describe how the CareerLink will be incorporated into the service model. **Additional consideration will be given to proposals that have partnerships with the CareerLink.** Attach letters of support and the required documents, certificates, and insurance.

**Special Populations:**

Will your organization be seeking to focus on special populations of youth such as those with physical and/or mental disabilities, or language barriers? How will these barriers be addressed in the proposed program? What provisions will be made to accommodate special populations in terms of transportation, curriculum, work place assistance, and in other areas of the programming structure? How will these youth be identified and on what basis will they be determined to possess additional barriers? Indicate the past experience your organization has with the proposed population and your involvement in the recruitment of these youth for the proposed program.

**Reporting/Evaluation:**

Providers will be required to submit a written progress report to the TWCIB monthly with statistics and invoices, as well as a final report at the end of the project. TCWIB will provide the reporting criteria to the provider at the time of contracting. Additional reports may also be required for submission to the State. Evaluations and accomplishments reported to the TCWIB will be reviewed for accuracy by the TCWIB staff.

**Safety:**

All service providers must comply with applicable safety and child labor laws. TCWIB will monitor programs for compliance with these laws. All supervisors and participants are responsible for following the Child Labor Laws. A copy of the Child Labor Law Abstract must be provided and posted at all locations where TCWIB youth activities occur. The Child Labor Laws must also be posted in a conspicuous location at each of these sites. Youth participants must be provided a copy of the Child Labor Laws at the time they enroll in any program. The Laws should be reviewed with the youth and they must sign-off on a document assuring that they understand the laws and intend to follow them. Any supervisor, trainer, mentor, tutor, etc. must also receive a copy of the Laws prior to any youth being assigned to their location. A Safety Director and the implementation of a 10 hour OSHA training program have established a comprehensive safety program for youth participants, which includes oversight. It is required that the supervisors and participants of the youth programs attend the training. The supervisors of the youth programs must also be trained in first aid and CPR. Before work begins at any worksite, job specific safety training for supervisors of youth participants must also be provided. The supervisors should discuss safety issues with the participants prior to the start of any work. Initial site visits for all worksites prior to the start of employment will be conducted to determine

if safety hazards exist. The supervisors of the youth programs will be required to hold safety meetings with participants to discuss topics related to the work they are performing.

### **Rating Criteria and Process**

In order to receive a rating, proposals must be responsive to the RFP. To be considered responsive, proposals must:

1. Be submitted by the closing date and time
2. Address all requested information in the RFP
3. Be presented in the format requested by the RFP
4. Include all required forms containing original signatures
5. Include all documentation required by the RFP

***Once, opened proposals become the property of the TCWIB and will not be returned to the applicant.***

***Proposals determined to be unresponsive will not be rated.***

Proposals will be assessed and ranked based on the value of the activities and services being proposed. The Evaluation Committee will consist of designated TCWIB members, Youth Council members and staff who will examine proposals individually and rate each one separately consistent with the rating scale (attached). During the Evaluation Committee meeting, each rating criterion will be discussed and the scores of each rater will be tabulated. Overall scores will be compared and ranked. The Bidder(s) who accumulates the highest score will be recommended for funding. Bidder(s) recommended for funding may be awarded a contract following concurrence by the Board of County Commissioners, if all certifications are in order, the TCWIB elects to award a contract and both parties agree to the terms of the contract. The TCWIB is not obligated to recommend any proposal for funding and may accept the proposal in whole or in part. This request does not obligate the Tri-County Workforce Investment Board to award a contract, or contracts. TCWIB also reserves the right to modify requested services and program budgets at anytime during the contract period based on fund availability.

***Please see the Proposal Acceptance/ Contract Award / Appeal Process/ Cancellation Policy for further information***

## **Proposals Acceptance / Contract Award / Appeal Process / Cancellation**

**Proposal Acceptance:** This request for proposals does not obligate the TCWIB or Board of County Commissioners to award a contract. TCWIB reserves the right to accept or reject any and/or all proposals received.

Any award resulting from this request will be based on the effectiveness of the agency or organization in delivering comparable or related services to the designated age group based on demonstrated performance including their ability to meet performance goals, cost, quality of training, and services. Cost will be of primary importance. Responsiveness to the requirements of the RFP, experience developing and conducting similar projects, the quality of staff involved, and references will be taken into account. See the Rating Criteria.

The TCWIB reserves the right to waive informalities in offers received.

If at the time a proposal is submitted, required certifications or documentation is not available; an explanation must be provided. Prior to a contract being granted, the bidder must provide the required documents.

***If unable to comply with the Assurances included as Attachments, a proposal should not be submitted.***

**Awarding the Contract:** TCWIB may grant a contract based on the proposal(s) received without negotiation of such proposals. TCWIB also reserves the right to request additional information or a presentation in support of the written proposals.

The Primary method of contracting utilized under the Workforce Investment Act of 1998 and by the Tri-County Workforce Investment Board, Inc. is the Cost Reimbursement concept. The cost reimbursement contract provides payment based on the actual costs incurred by the subcontractor in operating the training program, as long as costs are included in the approved budget. A cost reimbursement contract requires:

1. Line item budget for cost control, program monitoring and audit (please see Statement of Work for more details on line item budget)
2. Costs allocated among the cost categories (administration, direct training, and training related support services costs) with a maximum allowable amount of 10% in the administration category.
3. Monthly invoices due to TCWIB for actual costs incurred by the subcontractor (according to the approved budget).
4. Sufficient documentation for all costs incurred.
5. TCWIB has final approval of all contract costs before funds are distributed.

**Appeal Process:** Upon the WIB selection of a contractor, TCWIB staff will notify the unsuccessful offerer of the same.

### **STEP ONE:**

Within ten (10) calendar days of the date of the notification letter, unsuccessful offerers may file an appeal with TCWIB. This appeal will be directed to the staff person who first received the proposal.

A debriefing may be scheduled within not more than five (5) working days. The debriefing will consist of a review of the selection process and the reason(s) the offerer was not selected. Information presented to the appellant will be limited to the proposal only. The appellant is not entitled to copies of the rating sheets, other proposals, the sub-committee notes, or the notes of negotiation.

**STEP TWO:**

The appellant may within five (5) calendar days of the debriefing notify TCWIB of a request for WIB review. This notice shall be in writing and shall list the reason(s) for the request along with any supporting documentation.

The same will be forwarded to the full WIB for consideration at the next scheduled meeting or for Executive Committee action as may be directed by the WIB at the time of appeal. Failure of the WIB to state, to whom the matter is directed, will be construed as authority of the Executive Committee to act.

The decision may be to (1) accept the appeal and reconsider the award or (2) reject the appeal and let stand the original award.

**STEP THREE:**

The unsuccessful offerer has the right to file an appeal with the Governor of the Commonwealth of Pennsylvania.

**Non-appropriation and Cancellation:** All agreements are subject to the availability of Federal funding and can be cancelled by TCWIB upon 30 days written notice.



## COVER PAGE

First page of the Proposal

NAME OF ORGANIZATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ADMINISTRATIVE CONTACT PERSON / TITLE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TITLE OF PROPOSED PROGRAM: \_\_\_\_\_

SHORT DESCRIPTION OF PROGRAM: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, \_\_\_\_\_, certify that, as the official representative for the above named organization, I have read and understand the Year-Round Youth Program Request for Proposal including the evaluation criteria. I have also read and understand the attached proposal and verify that the information contained in the proposal is an accurate description of the activities and / or services to be provided to the Tri-County Workforce Investment Board. I agree to the conditions and certifications required of the Service Providers by the TCWIB. I further certify that to the best of my knowledge the organization on whose behalf this proposal is being presented has not been prohibited from submitting proposals. All documents submitted are current and are originals or copies of unaltered originals.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_

TYPED NAME: \_\_\_\_\_



**Youth Services  
Proposed Budget**

<b>1</b>	<b>Cost Per ( off the shelf price)</b>		
	<b>Item</b>	<b>Cost per Item</b>	<b>Total</b>

<b>2</b>	<b>Staff Costs</b>				
	<b>Position</b>	<b># of Staff</b>	<b># of Hours</b>	<b># of weeks</b>	<b>Total</b>
	<b>TOTAL</b>				

3	<b>Fringe Benefits</b>		
	<b>Type of Benefits</b>	<b>Rate</b>	<b>Total</b>
	<b>TOTAL</b>		
4	<b>Materials/ Training Program</b>		
	<b>Type of Training Materials</b>	<b>Cost</b>	<b>Total</b>
	<b>TOTAL</b>		

5	<b>Materials- Office Supplies/ General</b>		
	<b>Type of Office Supplies</b>	<b>Cost</b>	<b>Total</b>
	<b>TOTAL</b>		
6	<b>Equipment</b>		
	<b>Type of Equipment</b>	<b>Cost</b>	<b>Total</b>
	<b>TOTAL</b>		

<b>7</b>	<b>Facilities</b>		
	<b>Type of Space</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			<b>\$</b> -

<b>8</b>	<b>Communications</b>		
	<b>Type</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			<b>\$</b> -

9	<b>Insurance/Bonding</b>		
	<b>Type</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$ -
10	<b>Staff Travel</b>		
	<b># of miles</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$ -

11	<b>Consultants</b>		
	<b>Type of Service</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$ -

12	<b>Accounting/Audits</b>		
	<b>Type of Service</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$ -

13	<b>Legal Services</b>		
	<b>Type of Service</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$ -
14	<b>Photocopying/Printing</b>		
	<b>Type and Number of Reproductions</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			\$

			-
15	<b>Supportive Services</b>		
	<b>Type of Service</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			<b>\$ -</b>
16	<b>Indirect Costs</b>		
	<b>Type of Costs</b>	<b>Cost</b>	<b>Total</b>
<b>TOTAL</b>			<b>\$ -</b>

17	<b>Subcontracts</b>		
	<b>Purpose of contract</b>	<b>Cost</b>	<b>Total</b>
	<b>TOTAL</b>		
18	<b>Other Costs</b>		
	<b>Type of Cost</b>	<b>Cost</b>	<b>Total</b>
	<b>TOTAL</b>		

**REQUIRED CERTIFICATIONS INFORMATION**

Please answer the questions as they apply to your organization. Circle the correct response, fill in the blank, or place an "X" in the blank(s), accordingly. Supplementary information may be attached to this page, stating the item being referenced.

- 1. Is the organization owned or controlled by a parent company? (Not applicable to public entities.) YES NO N/A
- 2. Federal Employer’s Identification Number (FEIN): \_\_\_\_\_ Pennsylvania U.I. Number: \_\_\_\_\_
- 3. Is the organization a \_\_\_public agency \_\_\_corporation \_\_\_sole proprietorship \_\_\_profit \_\_\_not for profit?
- 4. Is the organization a \_\_\_small and/or \_\_\_minority/ \_\_\_female-owned business? (Not applicable to public entities.)
- 5. Is the organization registered with state or local licensing authorities: YES NO N/A
- 6. What is the name of the person(s) who can contractually bind the organization and/or is authorized to negotiate on behalf of the organization:

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

- 7. Is the organization bound by federal, state, or local affirmative action / EEO rules? YES NO N/A  
If yes, has the organization filed all required EEO reports to appropriate government agencies: YES NO N/A
- 8. Is the organization a Drug Free Workplace? YES NO
- 9. Is the organization currently, or has it ever been, debarred or suspended under federal and / or state declarations from participating in receipt of funds under a contract? YES NO
- 10. Do you certify that the organization will not enter into contracts with subcontractors who are debarred or suspended from federal and/or state transactions? YES NO
- 11. Does the organization agree not to use contract funds for lobbying? YES NO
- 12. Does the organization have the financial capability and accounting structure necessary for the project? YES NO
- 13. Does the organization carry worker’s compensation coverage for its employees? YES NO
- 14. Is the organization capable of providing audits, financial statements and / or other proof of fiscal accountability and stability to the TCWIB? YES NO - If NO, attach explanation.
- 15. Does the organization have any financial relationship with any member of the Board of Directors and / or staff of the Tri-County Workforce Investment Board? YES NO - If YES, attach explanation.

SIGNED \_\_\_\_\_

Name Title

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Organization Date

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY  
EXCLUSION - LOWER TIERED TRANSACTIONS**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98, Section 98.510, Participant's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 - 19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

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Signature

Date

## INSTRUCTION FOR CERTIFICATIONS

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tiered covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the LIST OF PARTIES EXCLUDED FROM PROCUREMENT OR NON-PROCUREMENT PROGRAMS.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by, a prudent person in the ordinary course of business dealings.
9. Except for transaction authorized under "paragraph t of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION OF CONTRACTOR RESPONSIBILITY**

This certification is required by the regulations implementing Management Directive #216.9 of the Governor's Office. The Directive is to ensure that the contractors are competent and responsible and that the contracting process is free of fraud, waste, and abuse, to identify, declare ineligible, and sanction contractors that have rendered deficient performance or engaged in other activities that adversely affect their fitness to contract.

The contractor certifies they have never been nor are presently under or subject to debarment, suspension, or any other disciplinary action pertaining to federal or state contracts, grants, programs, or funds, and specifically have not been declared ineligible to be awarded a contract, nor suspended, nor debarred from doing business with the Commonwealth for any of the following reasons;

1. Non-conformance with contract specifications;
2. Late delivery/completion schedules;
3. Seriously improper contracting conduct;
4. Violation of Antitrust Statutes;
5. Civil judgment against the contractor;
6. Violation of Commonwealth contract terms;
7. Violations of campaign contribution laws;
8. Violations of environmental laws;
9. Violations of labor laws;
10. Violations of discrimination laws;
11. Providing false or misleading information to Commonwealth offices;
12. Debarment from doing business in another state or with federal government;
13. Delinquency in Commonwealth tax obligations;
14. Delinquency in the repayment of outstanding disallowed costs;
15. Commission of crimes indicating a lack of business integrity; and
16. Other causes affecting responsibility as a contractor.

Failure to disclose any of the above conditions will result in the cancellation of this contract when such condition is brought to the attention of Administration, Inc.

This provision applies to all contracts in excess of \$5,000 or to cases involving aggregate amounts in excess of \$15,000 in a fiscal year.

A "contractor" is defined as any person or entity that has furnished or seeks to furnish goods, services, or leases space, or who has performed or seeks to perform construction activity for the Commonwealth or designated agencies of which Administration, Inc. is one of the designees.

I certify the information provided is true and correct to the best of my knowledge and information. I am also aware that the information is subject to review and verification. Such procedures may require my submission of documents to substantiate information provided.

\_\_\_\_\_
Date

\_\_\_\_\_
Signature

\_\_\_\_\_
Typed name

\_\_\_\_\_
Title

**TRI-COUNTY WORKFORCE INVESTMENT BOARD, INC.**  
**POLICY IN REGARD TO SEXUAL HARASSMENT**

It is the policy of the Tri-County Workforce Investment Board, Inc., that sexual harassment of its employees, applicants for employment, or program participants in any form is unacceptable and will not be tolerated. This includes harassment defined both as "quid pro quo" and "hostile environment."

"Quid pro quo" sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature. No supervisor or other shall threaten or insinuate, either explicitly or implicitly, that employee's or applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, or any other condition of employment, training or career development. Similarly no employer shall promise, imply, or grant any preferential treatment to another employee or applicant for engaging in sexual conduct. This type of sexual harassment also includes graphic verbal commentaries about an individual's body or a display in the workplace of sexually suggestive objects or pictures.

"Hostile environment" harassment involves discrimination based on sex in such cases where the discrimination has created a hostile or abusive work environment. Acts of physical aggression, intimidation, hostility, or unequal treatment based on sex are examples of "hostile environment." Again, this is deemed by TCWIB to be unacceptable behavior and as such will not be tolerated.

An employee who feels that he or she is a victim of sexual harassment, including but not limited to any of the conduct listed above, by any supervisor, management official, other employee, client or any person in connection with employment of the employee, or training of the participant, should bring the matter to the immediate attention of his or her immediate supervisor. An employee who is uncomfortable for any reason in bringing such a matter to the attention of his or her supervisor should report the matter to the Sexual Harassment/Equal Employment Opportunity Officer. The Sexual Harassment Officer will promptly investigate all matters of allegations of sexual harassment in as confidential manner as possible and advise, both, the Executive Director for TCWIB and the Executive Committee of the Workforce Investment Board of any findings.

An employee or agent of TCWIB, Inc., who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy, will be subject to appropriate disciplinary action, up to and including dismissal. Such disciplinary action will be determined by the Tri-County Workforce Investment Board for TCWIB employees.

Subcontractors or their agents or employees of the subcontractor found to have engaged in sexual harassment in violation of this policy, may subject themselves to termination of all existing contracts with TCWIB and may result in suspension and/or debarment from further contracts with TCWIB, the Commonwealth of Pennsylvania, and/or the United States Government.

Disciplinary action for subcontractors will be recommended by the Tri-County Workforce Investment Board to appropriate Commonwealth and/or Federal Agencies for concurrence.

Any individual wishing to file a complaint should do so without fear of retaliation. It is the policy of TCWIB that no action shall be taken against the complaining party, regardless of the outcome of the investigation. Filing a complaint shall not affect the employment, work status, evaluations, wages, advancement, duties, training or any other condition of employment or training or career development of the complaining party.

TCWIB's Sexual Harassment Officer is Ms. Marsha Bowser. She can be reached at the address below by mail or telephoning Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. prevailing ET:

Tri-County Workforce Investment Board, Inc.  
112 Hollywood Drive  
Butler, Pennsylvania 16001  
(724) 282-9341

In instances where the complaining party is either dissatisfied with the decision of TCWIB's Sexual Harassment Officer or for any reason deemed necessary by the complaining party, they may file directly with:

The Department of Labor  
Directorate of Civil Rights  
200 Constitution Avenue, N.W.  
Washington, D.C. 20210  
(202) 523-7026

**TCWIB, INC.**  
**POLICY ON INFECTIOUS DISEASE OF THE**  
**BLOOD AND OTHER LIFE-THREATENING ILLNESSES**  
Adopted 10/21/92

Part I. - Policy Statement

The purpose of this policy is to ensure a positive and supportive work and training environment for TCWIB employees, WIA / TCWIB participants and applicants, with life-threatening illnesses. Life-threatening illnesses include but are not limited to HIV/AIDS, hepatitis -B, cancer, and heart disease. The policy applies to those individuals wishing to continue to engage in as many of their normal pursuits as their condition allows including work and/or training.

It is the policy of TCWIB and its agents to support the needs of employees, applicants, and participants with life-threatening illnesses as long as these individuals are able to meet acceptable performance standards, and medical evidence indicates that their medical conditions are not a threat to themselves or other. It is the responsibility of TCWIB and its agents to be sensitive to employees with life-threatening illnesses and ensure that they are treated consistently with other employees while providing a safe working environment for employees, applicants, and participants.

TCWIB and its agents will not discriminate against individuals with life-threatening illnesses in the hiring, placing, conducting performance appraisals, assigning benefits, or terminating from employment or training on the basis of their medical condition. Also covered under this section are those individuals perceived as having HIV/AIDS, and those individuals who are related to, are caregivers for, or are associated with HIV/AIDS persons.

TCWIB reserves the right to: provide reasonable accommodations; ensure the safety of employees, applicants, and participants; assess an individual's ability to meet acceptable performance standards.

Part II. - Guidelines and Procedures

Existing Staff and Participants:

When TCWIB's Executive Director or Equal Opportunity Officer become aware of an employee or participant with a life-threatening illness, a decision will be made by the TCWIB Personnel Committee as to whether a statement should be obtained from the employee's attending physician. The purpose of the statement will be to determine that the continued presence at work will pose no threat to other employees, applicants, or participants. TCWIB reserves the right to require an examination by a medical doctor appointed by TCWIB.

Any information regarding an employee's or participant's health condition is personal and confidential and reasonable precautions will be taken to protect the privacy of the individual.

TCWIB employees and participants who are diagnosed with a life-threatening illness may continue to work if they are deemed medically able to work and can meet acceptable performance standards. TCWIB and its agents will provide reasonable accommodations if necessary to enable these employees to continue working. A reasonable attempt will be made to transfer employees or participants with life-threatening illnesses who request a transfer and are experiencing undue emotional stress.

WIA / TCWIB Applicants:

In similar fashion, TCWIB will not discriminate against applicants on the basis of life-threatening illnesses; Pre-applications will not contain questions requiring applicants to provide TCWIB with such information.

Part III. - Grievance Procedure

If a TCWIB employee, applicant, or participant with a life-threatening illness believes that he/she has been discriminated against on the basis of a life-threatening illness, they should contact TCWIB's Equal Opportunity Officer, Marsha Bowser, at:

Tri-County Workforce Investment Board, Inc.  
112 Hollywood Drive  
Butler, Pa 16001  
(724) 282-9341

Additionally, the person may also file a complaint directly with:

The Equal Employment Opportunity Commission  
1801 L Street, N.W.  
Washington, D.C. 20507  
(800) 669-4000

All health related issues will be handled in a confidential manner.

**STATEMENT OF RECEIPT**

**TRI-COUNTY WORKFORCE INVESTMENT BOARD INC.  
POLICIES ON SEXUAL HARASSMENT  
AIDS AND OTHER LIFE THREATENING ILLNESSES**

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I hereby certify that I have read, understood, and received copies of Tri-County Workforce Investment Board's policies regarding sexual harassment and AIDS and other life-threatening illnesses and acknowledge so with my signature.

---

Signature

---

Date

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS  
AND COOPERATIVE AGREEMENTS**

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The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of an agency, a employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all\* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all\* subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less that \$10,000 and not more than \$100,000 for each such failure.

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Grantee / Contractor Organization

Program/Title

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Name of Certifying Official

Signature

Date

Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

**Financial Management Assurances Chart**

The following chart is an outline of assurances required by the Tri-County Workforce Investment Board, Inc. for all contractors who participate in any program funded through the WIA/TANF.

ASSURANCES	YES	NO
1. Assurances that the contractor’s financial management system satisfactorily accounts for and documents the receipt and disbursement of all WIA/TANF funds;		
2. Assurances that information pertaining to subgrants and contract awards, obligations, unobligated balances, assets, and income will be maintained by the contractor;		
3. Assures that the contractor has effective internal controls in place to safeguard assets and assure their proper use (including property location and usage);		
4. Assures that the contractor will maintain source documentation to support accounting records that will permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in a violation of the applicable restrictions on the use of such funds;		
5. Assures that the contractor financial system will permit the tracing of program income and potential stand-in costs and other funds that are allowable;		
6. Assures that the contractor will maintain a comparison of actual expenditures with budgeted amounts for each subgrant and contract and that this comparison will be used to assess program progress and success;		
7. Assures that the contractor will prepare and submit the required financial reports in a timely manner;		
8. Assures that all persons authorized to receive or deposit WIA/TANF funds, or to issue financial documents, checks or other instruments of payment for WIA/TANF program costs, will be bonded in accordance with Federal and State regulatory requirement for protection against loss;		
9. Assures that the contractor will be mandated to operate programs in compliance with regulations and policies outlined in the Act, Federal Regulations, and State Department of Labor and Industry, Welfare, and/or Education;		
10. Assures that there is no excess cash on hand and that procedures exist for maintaining and monitoring the minimum amount of cash on hand to efficiently improve the timing and control of disbursements;		
11. Assures that all financial and program records, including any supporting documents will be retained for at least three (3) years from the date of submission of the closeout reports for each program by the contractor;		
12. Assures that all audit findings that impact the WIA/TANF program will be resolved and that corrective action for all such findings is instituted within six (6) months after receipt of the audit report; and		
13. Assures that the contractor will maintain an audit resolution file documenting the disposition of reported questioned costs and corrective actions taken for all findings.		

**Signed by:** \_\_\_\_\_