

Request For Proposals



ISSUED

Monday, March 1, 2010

DEADLINE FOR SUBMISSION

Wednesday, March 31, 2010 at 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.

TABLE OF CONTENTS

SECTIONS

SECTION 1: Overview and Background

SECTION 2: CareerLinking Academy Program Priorities

SECTION 3: Populations to be Served

SECTION 4: CareerLinking Academy Model Program Components

SECTION 5: Performance Requirement

SECTION 6: Contract Information

SECTION 6: Proposal Submittal

SECTION 7: Budget Information

ATTACHMENTS

ATTACHMENT 1: Pre-Test

ATTACHMENT 2: Post-Test

ATTACHMENT 3: Performance Measures

ATTACHMENT 4: Notification of Intent to Apply

ATTACHMENT 5: Proposal Cover Sheet

ATTACHMENT 6: Debarment Suspension Certification

ATTACHMENT 7: Budget Narrative and Budget Form

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.

The purpose of this Request For Proposal (RFP) is to solicit proposals to plan, coordinate, and implement a high school student career awareness and preparedness program called CareerLinking Academy anytime during the period through 6/30/10.

CareerLinking Academy is aligned to the Pennsylvania Department of Education's Academic Standards in Career Education and Work and adheres to federal, state, and local career education initiatives, such as Project 720, High Schools That Work and Career Pathways, and may be used as a class project or senior graduation project.

CareerLinking Academy is an initiative designed for high school students that provides students with the opportunity to participate in a structured program where they will explore career interests and become linked to the world of work and education.

CareerLinking Academy curriculum includes, but is not limited to, career awareness activities, interest assessments, continuing education in the 21st century, leadership skills, job and labor market information, mock interviewing skills and resume preparation, cover letters, briefs, job applications, interviewing with human resource managers to discuss skills, interests, employer needs and expectations, job shadowing opportunities, college, university and career and technical school tours, PA CareerLink registration, resources connections, and much more. It includes workshops for parents on continuing education and financial aid.

CareerLinking Academy is supported by the PA Department of Labor and Industry, PA Department of Education, PA CareerLink Lehigh Valley, and the Society for Human Resource Management, Lehigh Valley Chapter. The CareerLinking Academy model was awarded a National Pinnacle Award for innovativeness from the National Society for Human Resource Management.

Proposers selected for funding under this Request for Proposals (RFP) should focus on career awareness 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](#)

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 can be found on the links below.

Click on: [Youth Demographics](#)

Click on: [Outlook](#)

SECTION 2: CAREERLINKING ACADEMY PROGRAM PRIORITIES

The LVWIB will support proposals that focus on the following priorities:

1. Innovative methods and creative approaches to deliver PA CareerLinking Academy Model to high school students in Lehigh and Northampton Counties.
2. Connections for youth to post-secondary education and employment.
3. Career awareness, preparation and job and labor market information.

SECTION 3: POPULATIONS TO BE SERVED

To be eligible for participation in the program, all of the following criteria must be met:

- Residency - A resident of Lehigh or Northampton Counties
- Citizenship - All eligible youth must be either:
 - U. S. Citizens
 - U. S. Nationals
 - Lawfully admitted permanent resident aliens
 - Lawfully admitted refugees and parolees
 - Other individuals authorized by the Attorney General to work in the United States
- Age - High school students.

SECTION 4: CAREERLINKING ACADEMY MODEL PROGRAM COMPONENTS

The CareerLinking Academy Model is designed to provide career awareness information to high school students. The program encourages a hands-on approach to actively engage youth in the learning process.

Instructional Component – All CareerLinking Academy models should include no less than 35 hours of intensive career awareness.

The CareerLinking Academy curriculum must align with the PA Academic Standards for Career Education and Work and include any or all activities listed in the standards plus information on Lehigh Valley's Labor Market which is outlined in the Lehigh Valley CareerLink Outlook which includes, but is not limited to Lehigh Valley Industry Clusters.

- [PA Academic Standards for Career Education and Work](#)
- [Lehigh Valley CareerLink Outlook](#)
- [Lehigh Valley Industry Clusters](#)
- **Career Awareness and Preparation – PA Standard 13.1**
- A web based interactive career resource called Career Cruising
[Career Cruising Software](#)
- **Career Gates and Victory Series** - The Career Gates media series provides middle and high school students a glimpse of 66 businesses in targeted industry clusters across Pennsylvania and the career opportunities they present. The videos are geared towards teens and are packaged in 6-8 minute, classroom-friendly segments. This series will be provided to successful proposers
- **Career Acquisition – PA Standard 13.2**
 - Information and exposure to career pathways
<http://www.careerpathway.org/>
 - Information and exposure to career ladders
 - Development of individual career plan
 - Resume and cover letter skills
 - Understanding and completing employment applications
 - Business etiquette
 - Registration on Commonwealth Workforce Development System
www.cwds.state.pa.us

Mock Interviews

Participate in one-on-one interviews with human resource professionals

- **Career Retention and Advancement – PA Standard 13.3**

Employability skills

- **Employer Tours**
- **Job Shadowing Lehigh Valley employers**
- **Employer Guest Speakers**
- **Employer Panels**
- **Tours of Career and Technical Schools**
- **Tours of Lehigh Valley Community Colleges**
- **Tours of Lehigh Valley Universities**
- **Continuing education information, including admissions criteria and financial aid information**
- **Parent information session to include higher education options and financial resources information**
- **Culminating Activity including graduation ceremony recognizing students' participation and achievement**

SECTION 5: PERFORMANCE REQUIREMENTS

LVWIB Measures and Required Program Outcomes:

The following LVWIB Measures and Required Program Outcomes are governed by the LVWIB, and are designed to assess program outcomes for future funding.

1. Pre-test must be administered as first program activity. **(Attachment 1)**
2. Post-test must be administered immediately prior to culminating activity. **(Attachment 2)**
3. Performance measures as attached. **(Attachment 3)**

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.

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, and demonstrable youth development experience.

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 26, 2010 and be in effect no longer than June 30, 2010.

REPORTING AND PROGRAM OVERSIGHT

LVWIB requires data collection to validate performance. Successful proposers will be responsible for documentation that tracks youth participation 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

Stipends to youth are an unallowable cost.

INCENTIVES FOR YOUTH

The grant will not pay for incentives for youth.

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	Monday, March 1, 2010
Bidders' Conference	Friday , March 5, 2010
Notice of Intent to Apply	Monday, March 15, 2010
Proposal Due Date	Wednesday, March 31, 2010
Review and Selection Period	Thursday, April 2, 2010 – Monday, April 6, 2010
Notification	Thursday, April 15, 2010
Contract Negotiations	Monday, April 19, 2010 – Friday April 23, 2010
Contract Dates	Monday, April 26, 2010 - Wednesday, June 30, 2010

The LVWIB Youth Council recommends youth providers to the LVWIB. Notification to successful proposers will be made following Lehigh Valley Workforce Investment Board, Inc. (LVWIB) approval. The LVWIB reserves the right to negotiate contract awards with all successful proposers.

NOTIFICATION OF INTENT TO APPLY

Please submit the attached Notification of Intent to Apply found in **(Attachment 4)**. 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 Monday March 15, 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 Friday, March 5, 2010 at the Lehigh Valley Workforce Investment Board, Inc., office located at 1601 Union Boulevard, Allentown, PA 18109 at 2:00 pm. 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. Attendance is strongly encouraged.

QUESTIONS ABOUT THE RFP

Questions regarding this RFP must be submitted in writing prior to the Friday, March 5, 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 Proposal:

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

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
- 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

Each proposal must include the following **USING THE ORDER BELOW:**

1. *Proposal Cover Sheet*. Please complete **(Attachment 5)** 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 high school students.
- 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 6)**

3. Proposed Program Narrative :

- a. Provide a one page summary highlighting the program contents
- b. Describe how students will be selected for program participation
- c. Provide a detailed timeline for program. Including daily schedule, and start and end dates
- d. Describe how individual student assessments will be conducted to determine individual interests and plans after graduation
- e. Include type and sources (including career websites) of career and labor market information to be provided and how this information will be incorporated into targeted Lehigh Valley Industry Cluster career-related activities
- f. Explain how students will access a computer lab in order to enhance web-based career research
- g. Explain how students will be transported to job shadowing experiences, employer tours, and educational facility tours
- h. Describe how one-on-one career planning will provide job shadowing experiences that ties into individual career goals
- i. Describe the Career Awareness and Preparation activities of the proposal and which skills under the Career Awareness and Preparation Academic Standards will be obtained. (PA Standard 13.1)
- j. Describe the Career Acquisition (Getting a Job) activities of the proposal and which skills under the Career Acquisition Academic Standards (PA Standard 13.2) will be obtained
- k. Describe the Career Retention and Advancement activities of the proposal and which skills under the Career Retention and Advancement Standards (PA Standard 13.3) will be obtained.
- l. Describe innovative practices planned for CareerLinking Academy, i.e. Entrepreneurship activities (PA Standard 13.4)

4. Budget and Other Resources:

- a. Program Budget and Budget Narrative
- b. List all cash and in-kind resources the organization will provide

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
- e. Proposals must be submitted in the order listed in Section 7
- 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, Wednesday, March 31, 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 CareerLinking Academy Budget in **(Attachment 7)** and must be included in the proposal.

Budget Narrative: In addition to the Budget Sheet, proposers must submit a **Budget Narrative (Attachment 7)**. The Budget Narrative must provide a detailed description of costs associated with each line item on the budget sheet.

(IF YOUR BUDGET NARRATIVE DOES NOT FULLY EXPLAIN ALL COSTS, YOUR PROPOSAL WILL NOT RECEIVE THE MAXIMUM BUDGET EVALUATION POINTS.)

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



PRE-TEST

CareerLinking Academy Model Program:

CareerLinking Academy Model Participant Name:

Date: _____

<i>Please indicate how strongly you agree or disagree with the following statements.</i>	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
I am prepared to make career decisions				
I am prepared to make decisions about educational needs for my future career				
I am prepared to research and explore employment opportunities				
I am prepared to complete a job application				
I am prepared to create a resume for myself				
I am prepared to go on a job interview				



POST-TEST

CareerLinking Academy Model Program:

CareerLinking Academy Model Participant Name:

Date: _____

<i>Please indicate how strongly you agree or disagree with the following statements.</i>	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
I am prepared to make career decisions				
I am prepared to make decisions about educational needs for my future career				
I am prepared to research and explore employment opportunities				
I am prepared to complete a job application				
I am prepared to create a resume for myself				
I am prepared to go on a job interview				



PERFORMANCE MEASURES

Performance Measures	Required Program Outcomes
1. Attendance	85%
2. Retention	85%
3. Gain in Pre and post test scores	85%
4. Enrollment on PA CareerLink® state website	100%



**NOTIFICATION OF INTENT TO SUBMIT PROPOSAL
CAREERLINKING ACADEMY PROGRAMS**

THIS PAGE IS DUE ON OR BEFORE MONDAY, MARCH 15, 2010

SEND TO:

Rose Ann Kisilewicz, Quality Improvement Specialist
Lehigh Valley Workforce Investment Board, Inc.
Fax at 610-437-3527 or email rkisilewicz@lvwib.org

Name of organization: _____

Address of organization: _____

City, State, Zip: _____

Contact Person: (Any information relating to this CareerLinking Academy will be sent to the person listed below)

Name: _____

Title: _____

Phone: _____ Fax: _____

E-mail: _____



CAREERLINK ACADEMY PROPOSAL COVER SHEET

CareerLinking Academy Proposal Name: _____

CareerLinking Academy Conducted by: _____

Address: _____

Proposal Contact: _____

Phone _____ Fax _____ Email _____

Fiscal Contact: _____

Phone _____ Fax _____ Email _____

Chief Executive Officer: _____

Phone _____ Fax _____ Email _____

Employer Tax ID # _____ **Total Proposal Funds Requested \$** _____

Number of Youth Served: _____ Cost Per Youth: \$ _____

Number of Staff: _____ Staff/Youth Ratio _____

In-Kind/Cash Contribution: \$ _____

I, the undersigned, hereby propose and agree to furnish and provide to the Lehigh Valley Workforce Investment Board, Inc. the services in accordance with all specifications of the RFP package. If the proposal is approved by the Lehigh Valley Workforce Investment Board, Inc., delivery of service shall begin on Monday, April 26, 2010.

This proposal is being submitted with the full knowledge and approval of the governing board and all parties who have the responsibility for reviewing and signing the agreement, if negotiated.

By its signature on this page, the proposer certifies that he/she has read and understands all provisions. Furthermore, the proposer's signature certifies that to the best of his/her knowledge and belief that all information contained in the attached proposal is true and accurate.

Signature: _____ Date: _____

Title: _____



Debarment/Suspension Certification Statement

The proposer certifies 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, Commonwealth, or any other State department or agency. The proposer certifies that it will provide immediate written notice to PIC if at any time the proposer learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstance.

Name of Organization: _____

Address: _____

Authorized Signature: _____

Title: _____

Date: _____