

REQUEST FOR PROPOSAL

EARN Program - Career Development Component

MONROE COUNTY

Pocono Counties Workforce Investment Board requests proposals to engage TANF participants in the federally mandated Core Activities established to assist participants as they move from public assistance to gainful employment.

Program proposals should include:

1. A year-round instructional/job development/job placement and job retention program located at a facility accessible to most Monroe County residents that is open on a daily basis (Monday through Friday) from 8 am to 5 pm.
2. The provider will be responsible for needs assessment, training, job search, job placement, job retention, case management, data entry into CWDS and follow-up activities for all participants as defined in the EARN guidelines.
3. The provider must be able to provide services for up to 140 participants in a managed open/entry, open/exit format during program year July 01, 2009 to June 30, 2010. At a minimum the program schedule must have 35 hours of planned employment activities per week according to Department of Welfare guidelines that should include:
 - Assessment of participants' basic academic skills, occupational interests, aptitudes, and work maturity skills.
 - Identification of barriers to employment.
 - Assistance with supportive service requests.
 - Career exploration.
 - Job search skills.
 - Job retention strategies.
 - Job development.
 - Student tracking and documentation.
 - Other as needed and as identified in EARN guidelines.
4. The provider must include follow-up services for up to one year on each participant based on current guidelines.
5. The provider must maintain and enforce the mandatory hours per week of participation as per the Department of Welfare and report to appropriate agencies on a weekly basis.

6. The provider must have a designated fund and approved personnel who can issue checks for supportive services in accordance with the Department of Public Welfare's guidelines and supply incentives in accordance with WIA approved policy.
7. All participant and program records are to be made available to the contractor upon request.
8. The provider agrees to follow all procedures as stated in the PA Department of Welfare's EARN guidelines.
9. The provider should be able to maintain files and submit weekly documentation on a timely basis.
10. The provider should have demonstrated experience and expertise in this type of training.
11. The provider should have, at a minimum, one designated staff member, to attend state mandated trainings.
12. The provider must have community service or job placement or work experience opportunities readily available prior to the completion of the 4-week program.
13. Questions regarding this RFP should be directed to John Casella at the PA CareerLink Monroe County at 570-620-2850.

REQUEST FOR PROPOSAL

EARN Program - Work Support Component

MONROE COUNTY

Pocono Counties Workforce Investment Board requests proposals to engage TANF participants in the federally mandated Core Activities established to assist participants as they move from public assistance to gainful employment.

Program proposals should include:

1. A year-round instructional/job development/job placement and job retention program located at a facility accessible to most Monroe County residents that is open on a daily basis (Monday through Friday) from 8 am to 5 pm.
2. The provider will be responsible for needs assessment, training, job search, job placement, job retention, case management, data entry into CWDS and follow-up activities for all participants as defined in the EARN guidelines.
3. The provider must be able to provide services for up to 240 participants in a managed open/entry, open/exit format during program year July 01, 2009 to June 30, 2010. At a minimum the program schedule must have 35 hours of planned employment activities per week according to Department of Welfare guidelines that should include:
 - Assessment of participants' basic academic skills, occupational interests, aptitudes, and work maturity skills.
 - Identification of barriers to employment.
 - Assistance with supportive service requests.
 - Career exploration.
 - Job search skills.
 - Job retention strategies.
 - Job development.
 - Student tracking and documentation.
 - Other as needed and as identified in EARN guidelines.
4. The provider must include follow-up services for up to one year on each participant based on current guidelines.
5. The provider must maintain and enforce the mandatory hours per week of participation as per the Department of Welfare and report to appropriate agencies on a weekly basis.

6. The provider must have a designated fund and approved personnel who can issue checks for supportive services in accordance with the Department of Public Welfare's guidelines and supply incentives in accordance with WIA approved policy.
7. All participant and program records are to be made available to the contractor upon request.
8. The provider agrees to follow all procedures as stated in the PA Department of Welfare's EARN guidelines.
9. The provider should be able to maintain files and submit weekly documentation on a timely basis.
10. The provider should have demonstrated experience and expertise in this type of training.
11. The provider should have, at a minimum, one designated staff member, to attend state mandated trainings.
12. The provider must have activities planned for the 8-week/240 hour program designed around job search/job readiness.
13. Questions regarding this RFP should be directed to John Casella at the PA CareerLink Monroe County at 570-620-2850.

REQUEST FOR PROPOSAL

GENERAL EDUCATION DEVELOPMENT (GED)

Monroe County Program

The Monroe County Workforce Investment Area (WIA) is requesting proposals to provide General Education Development (GED) classroom-training programs for Monroe County participants eligible under the Workforce Investment Act (WIA)

Program proposals should incorporate the following features:

1. One training site to be located in the center of the county near Tannersville, PA.
2. Training program design should be developed utilizing an open entry/open exit format; however, other formats will be considered. Two nights or days per week for a total of 6 hours weekly.
3. Program design should allow for approximately 50 participants during the program year from July 1, 2009 to June 30, 2010.
4. The program must be designed to provide the participants, both out-of-school youth and adults, with the skills and knowledge in reading, writing, communication skills, social studies, and math in preparation for the GED test in order to secure a Commonwealth secondary diploma or a regular high school diploma.
5. Program provider must conduct pre-testing to determine if the applicant is suitable for this program and monthly post testing to determine the reading and math increases for each participant in the program.
6. GED testing and costs for the tests must be included in the proposal. Testing must be available on a monthly basis.
7. Training provider must have demonstrated experience in this area of training and a proven success rate.
8. Time sheets will be required on a weekly basis.
9. Questions regarding the RFP should be directed to John Casella at the PA CareerLink in Monroe county. The phone number is (570) 620-2850.

REQUEST FOR PROPOSAL

OUT-OF-SCHOOL YOUTH EMPLOYMENT PREPARATION

Monroe County Program

The Pocono Counties Workforce Investment Area (WIA) is requesting proposals to provide training programs for Out-of-School Youth participants eligible under the Workforce Investment Act (WIA).

Program proposals should incorporate the following features.

1. Training site should be located to provide easy access for Monroe County participants.
2. Training program design should be open entry/open exit with a formalized time and attendance policy and provide opportunities for out-of-school youth participants.
3. Program proposals should be designed to allow for a maximum of 1 year to provide the scheduled services for all participants anticipated under this proposal. The successful training provider must be capable of starting the program no later than July 1, 2009 and running through June 30, 2010.
4. Training proposals must include provisions for recruiting eligible out-of-school youth participants, documenting eligibility for services, conducting assessment of participants' aptitudes, interests, and basic skill levels, and developing Individual Service Strategies for participants to help them achieve their employment goals. Case Management services for participants must also be included
5. Program design must include (but is not limited to) the following elements.

Must include provisions for job search/job club activities to assist participants in securing unsubsidized employment.

Must include competency base curriculum designed to provide training in GED preparation, preemployment work maturity skills, job search skills, basic skills remediation, career decision making, and life skills training designed to facilitate participants' ability to find and retain employment in their area of interest.

Must include provisions to develop and place individuals into unsubsidized employment with private or public sector employers.

This design should be motivational, creative and interactive in order to maintain participant interest.

6. The overall objective of the training is to provide Out-of-School Youth participants with training that will provide pre-employment work maturity competencies and skill specific employment competencies that will lead to employment opportunities for the participants as well as preparing youth to successfully obtain their GED.
7. Program provider must conduct pre-testing to determine if the applicant is suitable for this program and monthly post testing to determine the reading and math increases for each participant in the program.
8. Training provider must have demonstrated experience in this area of training and a proven success rate for former students.

9. Progress reports required on a bi-weekly basis.
10. Provider must include thirty day follow-up after placement.
11. Questions regarding the RFP should be directed to John Casella at the PA CareerLink in Monroe Count. The phone number is (570) 620-2850.

REQUEST FOR PROPOSAL

Summer Youth Employment & Training Component

The Pocono Counties Workforce Investment Area (WIA) has developed a Request for Proposal (RFP) to solicit training providers for Summer Youth Employment and Training components to our Year Round Youth Programs under Title I of the Workforce Investment Act. These summer programs should serve 15 eligible youth and a 6 week program between the dates of 6/15/09 through 8/28/09.

Program proposals should incorporate the following features:

1. Training site should be located to provide easy access for Monroe County Youth.
2. Programs should incorporate a half-day academic enrichment curriculum with a half-day work experience component.
3. The entire day must be supervised by at least one certified teacher.
4. The provider will develop and submit the curriculum for the half-day component with this submission.
5. The youth will be paid minimum wage for their attendance to this program by the Workforce Investment Act.
6. Provider must list costs of teachers, supervisors, support personnel, supplies, etc. with this submission.
7. Provider must provide the PA CareerLink in Monroe County with quarterly evaluations of student's academic progress and suggestions on how the summer component can best be utilized to benefit the youth's career goals. Provide quarterly report to the CareerLink Administrator.
8. Program provider must conduct pre-testing to determine if the applicant is suitable for this program.
9. Training provider must have demonstrated experience in this area of training and a proven success rate.
10. An individualized plan for each participant, identifying educational and employment goals, test results, identified barriers to employment must be provided to the PA CareerLink in Monroe County and updated quarterly.
11. Final report at program end will be sent to the PA CareerLink in Monroe County with recommended suggestions for future program improvements.

Questions regarding this RFP should be directed to John Casella at the PA CareerLink in Monroe County at (570) 620-2850.

REQUEST FOR PROPOSALS

INNOVATIVE PROGRAMS

The Pocono Counties Workforce Investment Area (WIA) is requesting general program proposals, which are innovative and provide training opportunities that satisfy an unmet need within our geographic area. These programs may be directed to one or more of the following groups of eligible individuals:

- Out of school youth (16-21)
- Summer youth programs & coordination
- Dislocated workers
- Economically Disadvantaged Adults
- Older Individuals (55+)
- TANF youth programs (16-21)

Program proposals should incorporate the following features:

1. Program site must be in a location that will provide easy access for residents of Carbon, Monroe, Pike and Wayne County residents. Providers may opt to submit proposals to serve the entire area or any of the individual counties listed.
2. Programs will be available between the periods of 7/1/2009 – 6/30/2010.
3. The program should incorporate some, but not necessarily all of the following goals and objectives. Remedial math and or reading skills, job readiness/work maturity skills, career exploration information, job search skills, and occupational skill training such as basic computer training, program coordination.
4. Program provider must conduct pre-testing to determine if the applicant is suitable for this program.
5. The program must provide continued case management during the periods of 7/1/09 – 6/30/10.
6. Provider must have demonstrated experience in the proposal area and a proven success rate.

7. Provider must submit weekly progress reports to PA CareerLink Monroe County.
8. Pocono Counties Workforce Investment Area (WIA) reserves the right to reject any or all proposals.

Questions regarding the RFP should be directed to Joe Sebelin at the Pocono County Workforce Development Area office. The phone number is (570) 325-2462