PY2024
One Stop Operator, Title I Workforce Development Services and Employer & Supplemental Services

Request for Proposals

Bidder’s Conference
February 29, 2024
Mission of the Chester County Workforce Development Board (CCWDB)

To serve as the local entity responsible for the strategic planning and promotion of an effective workforce development system in Chester County that responds to regional labor market needs.
CCWDB Workforce Innovation and Opportunity Act (WIOA) allocation for Program Year 2023, is approximately:

- Adult $536,771
- DW $1,682,321
- Youth $630,794

Staff Expenses for the WIOA Title I positions, including salary & fringe benefits is approximately $500,000
Recommended training allocations for PY23

- OJT/Customized Training $200,000
- Individual Training Accounts: $150,000
  - Adult: $91,500
  - Dislocated Worker: $33,500
  - PWE/ Subcontract Services: $25,000
  - Sector Partnership: $1 Million (4 Industry Partnerships)
Why Are We Doing This Now?
Workforce Development Provider Proposal Timeline

- RFP Release – February 14, 2024
- Bidder’s Conference 1: Thursday, February 29, 2024, at 1:00pm – PA CareerLink, MP1
- Question Deadline – Tuesday, March 5, 2024, at 3:00 p.m.
- Questions Posted – Thursday, March 7, 2024
- Due Date for Proposals – Thursday, March 14, 2024, at 3:00 pm
Online Application

- The RFP is be available exclusively in electronic format through DWD’s website (www.chesco.org/159/Workforce-Development).
- Additional information is also available on the website.
Proposal Review & Evaluation

- Reviewed by CCWDB RFP Committee members
- Final recommendations to CCWDB for approval at Spring 2024 meeting
- Recommendations are subject to County Commissioners’ approval
- Members of the review committee are not to be contacted
## Proposal Review

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Need</td>
<td>10</td>
</tr>
<tr>
<td>Program Management &amp; Organizational Capacity</td>
<td>10</td>
</tr>
<tr>
<td>Program Design &amp; Service Strategy (includes Budget)</td>
<td>30</td>
</tr>
<tr>
<td>Leveraging of Resources &amp; Existing Partnerships</td>
<td>20</td>
</tr>
<tr>
<td>Past Performance &amp; Best Practices</td>
<td>20</td>
</tr>
<tr>
<td>Staffing</td>
<td>10</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
Required Attachments

- Cost Proposal (Budget & Budget Narrative – form provided)
- Evidence of Liability Insurance
- Job Descriptions/Resumes of All Personnel
- Audit or Financial Statements (Most Recent)
- Conflict Identification Form (provided)
- Implementation Timeline
- Organizational Chart
- Support Letters
- For Operator: MOUs for Consortiумs, if applicable
- For Title I: List of Locations where WIA/WIOA services have been provided in the last 4 years
Conflict of Interest

Conflict Identification Form
County Requirements

- Monthly invoicing
- Monthly reports
- Reporting and monitoring requirements
- Regular meetings with CCWDB staff
- Knowledge of rules and regulations
- Provision of certifications
Questions?
PA CareerLink – Chester County & United Way Financial Stability Center
479 Thomas Jones Way, Suite 500, Exton, PA 19341

Provisions outside of OSO Budget:
- PA CareerLink® Administrator & Receptionist
- Utilities, including internet access provided
- Staff space, furniture, & computer equipment
Consortium Option

- Participating entities must have MOUs
- Requires 1 lead applicant
- Must include documented procedures/by-laws
- Work together to accomplish the One Stop Operator Scope of Work
Statement of Need
10 Points, 1,200 Word Maximum

- Local-level data
- Describe target population & community
- Identify any current gaps in service
Program Management & Organizational Capacity
10 Points, 1,100 Word Maximum

- Describe the fiscal controls
  - Auditing
  - Budgeting
  - Invoicing
- Understanding of WIOA regulations
- Data collection and performance management

Use Examples
Program Design & Service Strategy
30 Points, 3,000 Word Maximum

- Description of the services and activities
  - Customer flow & referrals
  - Integration

- Address Scope of Work
  - Partner communication
  - Outreach
  - Scheduling
  - Data collection & reporting
  - Assessment of customer needs & feedback
  - Meeting facilitation

- Include timelines and milestones
- Describe any applicable collaboration
Describe the inclusion of existing partnerships and the leveraging of additional resources in providing successful services under this proposal.

Include fiscal, staffing, and in-kind resources that would be leveraged through this proposal and other contracts administered by the CCWDB.
Past Performance & Best Practices
20 Points, 1,000 Word Maximum

- Describe experience in workforce development programming, including number of years of experience
- Include quantitative and qualitative information
- Attach no more than three (3) letters of reference or recommendation
- Apply experience to the Scope of Work
Administrador

- El contratista seleccionado utilizará a Walter Urban, Jr. como administrador para PA CareerLink® - Chester County.
- El County servirá como empleador de record, pero el contratista servirá como supervisor.
- Si Mr. Urban no puede servir como administrador, el contratista seleccionado deberá seleccionar un reemplazo y convertirse en el empleador de record.

Por favor note: A causa del firewall, el personal de operaciones no puede actuar como supervisores para el personal de Title I.

Asistente Administrativo/Personal de soporte

- El contratista seleccionado utilizará a un miembro del personal del County como Asistente Administrativo/Personal de soporte.
- El County servirá como empleador de record, pero el contratista servirá como su supervisor.
- Si el actual Asistente Administrativo/Personal de soporte no puede servir, el contratista seleccionado podría identificar un reemplazo y convertirse en el empleador de record.

Por favor note: Los presupuestos de los operarios no deben incluir costos de personal para estas dos posiciones a la hora de la propuesta.
Budget Template Attachment

- Submission of a detailed budget and narrative on provided template.

- The “Request Amount” entered at the beginning of the electronic application should reflect the total amount proposed for one year of service delivery for the One Stop Operator Only.

- A second budget and narrative may be submitted with each proposal, indicating any savings in staff time or other costs should the proposer be awarded both the Operator and Title I contracts.
Performance & Accountability

- Foot Traffic
- Workshop Attendance & Feedback
- Monthly Performance Report – all PA
  CareerLink® – Chester County Partners
- A Participating Partner Survey (bi-annually)
- Annual Monitoring
Questions?
Title I Workforce Development Services

Specifications
Statement of Need
10 Points, 1,050 Word Maximum

- Local-level data
- Describe target population & community
- Identify any current gaps in service
Program Management & Organizational Capacity
10 Points, 1,000 Word Maximum

- Describe the fiscal controls
  - Auditing
  - Budgeting
  - Invoicing
- Understanding of WIOA regulations
- Data collection and performance management
- Demonstrate an understanding of WIOA federal and state guidelines

Use Examples
Program Design & Service Strategy
30 Points, 2,000 Word Maximum

- Description of the services and activities
  - Eligibility & intake
  - Specific services being proposed, including training
- Address Scope of Work
  - Job Seeker & Employer Services
  - Orientations & workshops
  - File management & data entry (CWDS)
  - Outreach & community engagement
- Identify any assessments or other tools
- Include timelines and milestones
- Describe any applicable collaboration
  - Participation on teams & committees
Leveraging of Resources & Existing Partnerships
20 Points, 1,800 Word Maximum

- Describe the inclusion of existing partnerships and the leveraging of additional resources in providing successful services under this proposal

- Include fiscal, staffing, and in-kind resources that would be leveraged through this proposal and other contracts administered by the CCWDB

- Include a description of coordination with the Youth programs, EARN Program, Financial Stability Center, and all other programs at the PA CareerLink® – Chester County
Past Performance & Best Practices
20 Points, 2,000 Word Maximum

- Describe experience in workforce development programming, including number of years of experience

- Include quantitative and qualitative information regarding past performance

- Attach no more than three (3) letters of reference or
Staffing
10 Points, 1,200 Word Maximum

- Must include the positions and minimum qualifications being proposed
- Must include a transition plan to ensure services begin on July 1, 2024 and ensure continuity of service in the event of staff turnover
- One staffer must act as a supervisor to the other staff members
- All staff are expected to provide some level of direct service or customer support
- At least one staffer must be bilingual (English–Spanish)

Please note: Operator staff cannot act as supervisors for Title I staff
Budget Template Attachments

- Submission of a detailed budget and narrative on provided template.

- The “Request Amount” entered at the beginning of the electronic application should reflect the total amount proposed for one year of service delivery for the Title I Services Only.

- A second budget and narrative may be submitted with each proposal, indicating any savings in staff time or other costs should the proposer be awarded both the Operator and Title I contracts.
The budget shall clearly identify which costs are programmatic and which costs are administrative. Administrative costs shall be consistent with the cost limits in the WIOA program for the local area.

Budgets should not include line items for training funds, which will be negotiated at the time of contract.
Employer Services
Supplemental Services

Specifications
Those wishing to apply for Employer Services OR any programming aside from the One Stop Operator, Title 1, EARN, and TANF Youth for PY2024 must do so under this RFP.

For additional employer and job seeker services, eligibility, data entry and other requirements will be the responsibility of each provider.

WIOA guidelines will still need to be followed in instances where WIOA funding will be used.
## Proposal Review

<table>
<thead>
<tr>
<th>Category</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Statement of Need</td>
<td>10</td>
</tr>
<tr>
<td>Program Management &amp; Organizational Capacity</td>
<td>15</td>
</tr>
<tr>
<td>Program Design &amp; Service Strategy (includes Budget)</td>
<td>50</td>
</tr>
<tr>
<td>Leveraging of Resources &amp; Existing Partnerships</td>
<td>10</td>
</tr>
<tr>
<td>Past Performance &amp; Best Practices</td>
<td>5</td>
</tr>
<tr>
<td>Staffing</td>
<td>5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>
General Expectations

- Function as a fully integrated partner of the PA CareerLink® – Chester County without regard for the organizational mission of the selected entity

- Be solely responsible for meeting the established WIOA programmatic performance requirements

- Have substantive knowledge & understanding of the local labor market and all applicable state & federal regulations
General Expectations, cont.

- Provide innovative, high-quality job seeker and employer services
- Maintain agreements with eligible training providers
- Connection to State, Regional, and Local Plans
WIOA Required Plans

- State

- Regional and Local Plans (link)
  - [https://www.chesco.org/159/Workforce-Development](https://www.chesco.org/159/Workforce-Development)
<table>
<thead>
<tr>
<th>WIOA Performance Measures</th>
<th>Local Area PY23 Performance Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employment (Second Quarter after Exit)</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>75%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>77%</td>
</tr>
<tr>
<td>Youth</td>
<td>67%</td>
</tr>
<tr>
<td><strong>Employment (Fourth Quarter after Exit)</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>72%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>77%</td>
</tr>
<tr>
<td>Youth</td>
<td>64%</td>
</tr>
<tr>
<td><strong>Median Earnings (Second Quarter after Exit)</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>$6,500</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>$10,500</td>
</tr>
<tr>
<td>Youth</td>
<td>$3,500</td>
</tr>
<tr>
<td><strong>Credential Attainment Rate</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>75%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>82%</td>
</tr>
<tr>
<td>Youth</td>
<td>66%</td>
</tr>
<tr>
<td><strong>Measurable Skill Gains</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>52%</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>55%</td>
</tr>
<tr>
<td>Youth</td>
<td>60%</td>
</tr>
<tr>
<td><strong>Effectiveness in Serving Employers</strong></td>
<td>Negotiated Goals</td>
</tr>
<tr>
<td>Adult</td>
<td>Baseline</td>
</tr>
<tr>
<td>Dislocated Worker</td>
<td>Baseline</td>
</tr>
<tr>
<td>Youth</td>
<td>Baseline</td>
</tr>
</tbody>
</table>
Questions?
**Things to Remember**

- Narrative attachments beyond the electronic application will not be included in the scoring.

- Selected proposers are expected to start (and should be fully staffed) on or before July 1, 2024.

- Contracts will be awarded for 1 year with an option to renew for up to 4 years total.
Things to Remember

- Final performance goals will be negotiated at the time of contract

- A performance-based contract may be considered and/or required by the County
For questions about this announcement or completing the RFP, please contact:

- (610) 344–6150
- For technical assistance:
  - Trish Hennessy | phennessy@chesco.org

- All programmatic questions should be directed to workforcedevelopment@chesco.org with a “cc” to related staff
  - Lila Singleton (Adult & Dislocated Worker Programs) lsingleton@chesco.org
  - Tracey Dougherty (Youth Programs) tdougherty@chesco.org
  - Jeannette M. Roman (Director) jroman@chesco.org
  - Stephanie Smith (Manager) srsmith@chesco.org