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1. Background and Introduction

1.1 Purpose of this Request for Proposals (RFP)

The Southern Alleghenies Workforce Development Board (SAWDB) is soliciting proposals from qualified organizations to plan, manage, operate, and deliver Workforce Innovation and Opportunity Act (WIOA) Title I Youth, Adult, and Dislocated Worker programs, along with other special Department of Labor-funded initiatives, as determined by SAWDB.

Services will be provided through the PA CareerLink® sites located within the Southern Alleghenies Workforce Development Area (SAWDA), which includes Bedford, Blair, Cambria, Fulton, Huntingdon, and Somerset Counties in south-central Pennsylvania.

The purpose of this Request for Proposals (RFP) is to identify organizations that demonstrate an innovative workforce development vision, strong operational capacity, and a high commitment to customer service. Selected providers will be responsible for designing and implementing high-quality workforce solutions that align with regional labor market needs, support participant success, and meet all applicable federal, state, and local performance and compliance requirements.

At its discretion, SAWDB may expand or modify the scope of work to include additional service elements identified within this RFP. Should additional work be authorized, an equitable adjustment will be negotiated with the selected provider for services appropriately performed.

1.2 Description of the Southern Alleghenies Region

The Southern Alleghenies Workforce Development Area (SAWDA) is located in south-central Pennsylvania and includes Bedford, Blair, Cambria, Fulton, Huntingdon, and Somerset Counties. The region encompasses approximately 4,617 square miles and has a civilian labor force of approximately 196,500 individuals, representing a total population of more than 433,000 residents. Major population centers include Johnstown, Altoona, Somerset, Bedford, Huntingdon, and McConnellsburg.

Blair and Cambria Counties serve as the region's primary urban centers, with economies historically anchored in manufacturing, transportation and utilities, wholesale and retail trade, healthcare, education, and a wide range of service industries. Bedford, Fulton, and Somerset Counties maintain strong agricultural roots, alongside pockets of heavy manufacturing, while Fulton, Somerset, and Huntingdon Counties also host significant light manufacturing activity.

As of December 2025, the Southern Alleghenies region reported an unemployment rate of approximately 4.0 percent, slightly below the Pennsylvania statewide average of 4.2 percent and comparable to national levels.

This reflects continued stabilization following the economic disruptions of the past decade and the COVID-19 pandemic, as well as the effects of a historically tight labor market during 2023 and 2024.

The regional economy has largely transitioned from recovery to stabilization; however, persistent structural challenges remain. Traditional industries—such as manufacturing, mining, and energy-related sectors—continue to experience slower growth, job restructuring, and workforce shortages driven by automation, global supply chain changes, and evolving defense and energy priorities.

In contrast, healthcare and social assistance, education, logistics, construction, and service-oriented industries have demonstrated steady employment growth and remain key drivers of regional hiring demand.

At the same time, demographic trends—including an aging population, lower labor force participation among prime-age workers, and limited in-migration of younger residents—continue to constrain workforce availability. These factors underscore the importance of targeted workforce development efforts.

These conditions highlight the need for comprehensive WIOA programming that connects job seekers to in-demand skills, supports reemployment and career advancement, and assists employers in meeting current and emerging workforce needs.

1.3 Introduction to SAWDB and SAP&DC

The Commonwealth of Pennsylvania designated Bedford, Blair, Cambria, Fulton, Huntingdon, and Somerset Counties as a Local Workforce Development Area under the Workforce Innovation and Opportunity Act (WIOA) of 2014 and its implementing regulations.

The Act and additional information are available at:
www.doleta.gov/WIOA

The WIOA Notice of Proposed Rulemaking is available at:
<https://www.federalregister.gov/articles/2015/04/16/2015-05530/workforce-innovation-and-opportunity-act>

The Local Workforce Development Board (WDB) is authorized under WIOA to set policy for the workforce development system within the local area. Accordingly, the Southern Alleghenies Workforce Development Board (SAWDB) serves as the grant recipient for WIOA funds and other employment and training resources received locally.

The Board oversees the PA CareerLink® one-stop operator and service providers and is accountable for the performance of the workforce development system throughout the region. SAWDB is committed to ensuring that workforce services are delivered effectively, efficiently, and in alignment with regional priorities.

1.3.1 SAWDB Overview

The Southern Alleghenies Workforce Development Board (SAWDB) is comprised of representatives from the private sector, organized labor, economic development, PA CareerLink® system partners, community-based organizations, and education, in accordance with WIOA requirements.

The Board is committed to serving as a regional leader in workforce development by fostering strong partnerships among employers, education and training providers, economic development entities, and community stakeholders.

Through these partnerships, SAWDB ensures the delivery of high-quality, customer-centered, and responsive workforce services through the PA CareerLink® system. The Board promotes career counseling, basic skills and digital literacy development, work-based learning opportunities, and employability skill enhancement for youth, adults, and dislocated workers, with a strong emphasis on aligning services with regional labor market demand.

SAWDB has demonstrated sustained success in overseeing the regional PA CareerLink® system and leveraging non-WIOA Title I resources to support industry-recognized, sector-based training initiatives. These efforts include incumbent worker training, sector partnerships, and apprenticeship and pre-apprenticeship programs that address both immediate and long-term workforce needs.

The Board maintains strong relationships with employers across priority industries, including healthcare, manufacturing, construction, transportation and logistics, and the skilled trades. Through active employer engagement and collaboration with regional economic development initiatives—such as the Partnership for Regional Economic Progress—SAWDB has established itself as a trusted source of timely, data-driven workforce intelligence.

This information supports informed decision-making, continuous improvement, and the strategic alignment of workforce services with evolving economic conditions and employer demand. Additional information can be found at: <https://sapdc.net/>

1.3.2 SAP&DC Role

The Southern Alleghenies Planning and Development Commission (SAP&DC) has been designated by the Local Elected Officials as the Fiscal Agent for the region and provides staff support to SAWDB.

As Fiscal Agent for the Southern Alleghenies Workforce Development Area, SAP&DC serves as the grantee for WIOA Title I funds, Pennsylvania Department of Human Services Temporary Assistance for Needy Families (TANF) funds, and special Pennsylvania Department of Labor program funds.

SAP&DC was incorporated on July 28, 1967, in response to federal initiatives encouraging regional planning for economic and community development across multiple counties. Its mission is to promote progress through regional economic cooperation.

The Commission serves Bedford, Blair, Cambria, Fulton, Huntingdon, and Somerset Counties. Its governing board is composed of County Commissioners from each of the six member counties, as well as private sector representatives. Additional guidance is provided by numerous public and private stakeholders serving on advisory committees.

Further information regarding SAP&DC can be found at: <https://sapdc.net/>

2. General RFP Information

2.1 Issuing Office

The Southern Alleghenies Workforce Development Board (SAWDB), under the direction of Jennifer J. Sklodowski, Director, serves as the issuing agency for this Request for Proposals (RFP).

The contracting agent for resulting awards will be the Southern Alleghenies Planning and Development Commission (SAP&DC), acting in its capacity as the grantee of Workforce Innovation and Opportunity Act (WIOA) Title I and special Department of Labor funds.

All correspondence related to this procurement shall be directed to:

SAP&DC
3 Sheraton Drive
Altoona, PA 16601

2.2 Contact Person

The designated contact for this procurement is:

Jennifer J. Sklodowski, Director
Southern Alleghenies Workforce Development Board
Fax: (814) 949-6505
Email: jsklodowski@sapdc.net

All questions regarding this RFP must be submitted **in writing** to the contact person listed above. Only written inquiries received prior to the scheduled Proposers' Conference will be addressed.

2.3 Awards

SAWDB intends to award **one contract per county** for the delivery of WIOA Title I services through the PA CareerLink® one-stop centers within the region.

Subcontracting is permitted and encouraged to strengthen partnerships and enhance service quality. In cases where joint proposals are submitted, one entity must be designated as the **lead agency** responsible for contracting with SAP&DC, while partner organizations may serve as subcontractors.

Proposals must clearly identify:

- The lead agency
 - All partnering organizations
 - Roles and responsibilities of each entity
 - All proposed subcontracting arrangements
-

2.4 Period of Performance

The initial contract period will be:

July 1, 2026 – June 30, 2027

Based on satisfactory performance during the initial 12-month period, SAWDB reserves the right to extend the contract for up to **three additional years** (through June 30, 2030), either as:

- A multi-year renewal, or
- Three one-year extensions

Contracts will be monitored regularly and may be amended or terminated if performance does not meet established standards.

2.5 Obligation of Funds

The estimated funding for the initial 12-month contract period is approximately:

\$316,098.00 in WIOA Title I funds

Funding levels for subsequent years may vary and have historically decreased. All proposed costs must be:

- Reasonable and necessary
 - Allowable under applicable regulations
 - Properly allocated to grant and cost categories
-

2.6 Qualifications for Proposers

Eligible applicants include public and private entities, for-profit and nonprofit organizations, community-based organizations, and faith-based organizations.

SAWDB and SAP&DC are prohibited from awarding contracts to any entity excluded from federal procurement or non-procurement programs, as identified in **SAM.gov**. Contracts will not be awarded to entities that are debarred, suspended, or otherwise ineligible under:

- 2 CFR Part 180
- 2 CFR Part 2900
- U.S. Department of Labor regulations
- Commonwealth of Pennsylvania laws and policies

Proposers must demonstrate:

- Technical expertise
- Organizational capacity
- Relevant experience
- Adequate staffing and management systems
- Strong financial and compliance controls

All selected entities assume full responsibility for contract performance, including risks and liabilities.

A **pre-award assessment** may be conducted to evaluate financial stability and organizational readiness. Ongoing monitoring and evaluation will occur throughout the contract term.

2.7 Joint Proposals and Subcontracts

Joint proposals and subcontracting arrangements are encouraged.

For partnerships or consortia:

- All partners must meet eligibility requirements
- A signed **SAP&DC General Provisions Acknowledgment** must be submitted by each partner
- A formal partnership agreement must be included
- The lead agency and fiscal agent must be clearly identified

All subcontractors and associated terms must be disclosed. SAWDB reserves the right to approve all subcontracting arrangements.

2.8 Governing Provisions and Limitations

This RFP is governed by WIOA and applicable regulations. Key provisions include:

- This RFP does not constitute a contract or funding commitment
- SAWDB reserves the right to accept or reject any proposal
- SAWDB may cancel or reissue the RFP at its discretion
- Contract terms may be negotiated and amended as needed
- SAWDB may request additional information or verify proposer qualifications
- Reviews of financial, operational, and background records may be conducted

Additional conditions:

- Proposers must not offer incentives or gratuities to influence decisions
- Conflicts of interest are strictly prohibited
- Activities that restrict competition are not permitted
- Proposals must be original work products

Failure to comply may result in disqualification or contract termination.

2.9 Definitions of Key Terms

Key terms applicable to this RFP are defined in **Appendix 12: Terms and Definitions**.

2.10 Procurement Standards

Services will be procured using a **competitive negotiation process**, as outlined in Section 3.6 of this RFP.

The resulting contract will establish a subcontractor relationship with SAP&DC and include fiscal, administrative, and programmatic responsibilities.

Procurement will comply with:

- Federal regulations
- OMB Uniform Guidance
- Applicable state and local procurement policies

The process ensures full and open competition, as well as efficient and economical use of funds.

2.11 Procurement Process Timeline

Date	Milestone
May 12, 2026	RFP Issued (pending board approval)
May 14, 2026	Bidders' Conference
May 22, 2026	Proposals Due
May 26, 2026	Phase I Review Completed
May 27–29, 2026	Phase II Review
June 1, 2026	Oral Presentations (if required)
June 5, 2026	Final Award Recommendations
June 9, 2026	SAWDB Approval Meeting
June 2026 (TBD)	LEO Executive Committee Approval
July 1, 2026	Contract Start Date

Oral presentations are at the discretion of SAWDB.

2.12 Procurement Dispute Resolution Policy

SAWDB is responsible for resolving complaints or protests related to the procurement process.

Step 1: Informal Resolution

Complainants should first contact the SAWDB Director verbally or in writing.

Step 2: Formal Protest

If unresolved, a formal written protest must be submitted to the SAWDB Chairperson within **15 calendar days**.

The protest must include:

- Name and address of the protestor
- Identification of the procurement
- Statement of reasons
- Supporting documentation

Step 3: Review Process

The SAWDB Executive Committee will conduct a review and issue a written decision within **10 calendar days** following review.

Step 4: State-Level Appeal

If unresolved, the issue may be elevated to the **Governor's Office of the Commonwealth of Pennsylvania**. Decisions at this level are final.

2.13 Disclaimer

Submission of a proposal does not obligate SAWDB or SAP&DC to award a contract or reimburse any costs incurred in preparing a response to this RFP.

3. Proposal Instructions

3.1 Proposal Deadline

Proposals must be received no later than:
4:00 PM (EST), Friday, May 22, 2026

3.2 Submission Instructions

Proposals shall be submitted to:

Jennifer J. Sklodowski, Director

Southern Alleghenies Workforce Development Board
Southern Alleghenies Planning & Development Commission (SAP&DC)
3 Sheraton Drive
Altoona, PA 16601

Proposers are strongly encouraged to submit responses via **certified mail with return receipt** to ensure proper delivery.

3.3 Proposal Format Requirements

3.3.1 Format

- Proposals must be typed and may be single-spaced
- Use 8.5” x 11” white paper
- Margins must be at least 1 inch
- Font size must be no smaller than 12-point
- Each page (except the cover page) must be numbered: “*Page X of Y*”
- The proposer’s name must appear on each page

3.3.2 Page Limit

The proposal narrative/business plan must not exceed **50 pages**, excluding:

- Cover page
 - Proposal Response Checklist
 - Attachments and appendices
-

Pages exceeding the limit will not be reviewed.

3.3.3 Number of Copies

- One (1) original with original signatures
- Five (5) identical copies
- Total submission: **six (6) complete copies**

Incomplete submissions may be deemed non-responsive.

3.3.4 Responsiveness

Failure to comply with formatting, page limits, or copy requirements may result in disqualification. SAWDB reserves the right to reject any proposal at its discretion.

3.3.5 Contact Information

Proposers must identify a contact person authorized to respond to questions regarding the proposal.

3.3.6 Proposal Narrative

All content requirements for the proposal narrative are outlined in **Section 3.5**.

3.4 Bidders' Conference and Technical Assistance

A Bidders' Conference will be held:

Thursday, May 14, 2026 at 10:00 AM

SAP&DC Conference Room

3 Sheraton Drive, Altoona, PA 16601

Attendance is not mandatory but is strongly encouraged. Proposers must RSVP using **Attachment A**.

- Written questions must be submitted by **close of business (COB), May 13, 2026**
- Responses will be posted at: <https://sapdc.net/>
- Telephone inquiries will not be accepted

This conference is the **only opportunity** to receive technical guidance. No Board members or staff may respond to inquiries outside of this setting.

3.5 Proposal Contents

Proposals must be organized in the following order:

Cover Page (Attachment B)

Proposal Response Checklist (Attachment C)

I. Executive Summary (Maximum 2 Pages)

Summarize the proposal, emphasizing:

- Value to SAWDB
 - Innovation
 - Return on WIOA investment
-

II. Organizational Capacity

Include:

- Organizational structure, size, and type
 - Board members and leadership
 - Mission and philosophy
 - Experience in workforce development services
-

III. Past Performance

Provide:

- Experience with target populations
 - Performance outcomes (placements, completions, etc.)
 - Budgets and service levels
 - Demonstrated success indicators
-

IV. Program / Service Design

Describe proposed services aligned with WIOA requirements (Appendix 3), including:

- Career services (basic, individualized, follow-up)
- Youth program elements
- Career pathway integration

Emphasis should be placed on innovation and addressing regional service gaps.

Business Services Requirements

Proposals must address:

1. Achievement of annual WIOA performance measures
2. Employer engagement strategies
3. Regular communication of workforce needs
4. Use of CWDS (Job Gateway)
5. Leadership in business services coordination
6. Labor market information delivery
7. Business services team leadership and reporting
8. Work-based training opportunities
9. Additional value-added services

V. Program / Service Delivery

Integration and Coordination

Describe how services will integrate with PA CareerLink®, including:

- Partner coordination
- Outreach strategies (including individuals with disabilities)
- Employer engagement
- Use of community resources
- Defined roles and responsibilities
- Strategic partnerships

Technological Capabilities

Include:

- IT systems and infrastructure
- Case management systems
- Financial systems

- Reporting capabilities
- Data integration practices

Performance Measurement

Describe how performance standards will be met, including:

- Monitoring systems
- Compliance with WIOA metrics
- Continuous improvement processes

Monitoring

Include:

- Subcontractor oversight methods
 - Performance evaluation systems
 - Communication protocols
 - Corrective action strategies
-

VI. Staffing Plan

Include:

- Organizational structure and staffing model
- Management qualifications
- Job descriptions and resumes
- Staff training plan
- Customer service approach

Transition Plan (if applicable)

If a new provider:

- Plan for seamless transition
 - Staff recruitment strategy
 - Continuity of services
 - Communication plan with stakeholders
-

VII. Fiscal Capability

Include:

- Financial management systems
 - Fiscal controls and monitoring
 - Funding sources
 - Staffing of fiscal roles
 - Audit history and liabilities
 - Cost tracking methods
 - Compliance with federal regulations
-

VIII. References (Maximum 1 Page)

Provide:

- Organization name
- Contact person
- Contact information
- Relationship description

Note: References may not include SAWDB members or Local Elected Officials.

IX. Required Attachments (No Page Limit)

Include:

- SAP&DC General Provisions Acknowledgement (Attachment D)
 - Audited Financial Statements
 - Management Letter (if applicable)
 - Partnership/Consortium Agreement (if applicable)
-

3.6 Proposal Evaluation Process

Proposals will be evaluated based on:

- Responsiveness
 - Organizational capacity
 - Performance history
-

- Program design
- Fiscal integrity

Awards will be made based on **best value**.

Phase I – Staff Review (Minimum Standards)

Proposals must:

- Be submitted on time
- Include required copies and signatures
- Meet eligibility requirements
- Include all required documentation

Non-compliant proposals will be rejected.

Phase II – Subcommittee Review

A SAWDB subcommittee will:

- Evaluate proposals
- Score based on established criteria (max 120 points)
- Rank proposals by county

Top-ranked proposers may be invited for oral presentations.

Phase III – Oral Presentations (if required)

Selected proposers will:

- Present to the SAWDB subcommittee
 - Respond to questions
 - Be further evaluated
-

Phase IV – SAWDB Approval

The SAWDB will:

- Review recommendations
- Vote on contract awards

Phase V – SAP&DC Board Approval

Final contract approval will be made by the **SAP&DC Board of Directors**.

General Contract Information

4.1 Contractual Information

All entities awarded contracts through this RFP will be considered **subrecipients**, as defined in federal Uniform Guidance. While the SAWDB may refer to the agreement as a “grant” or “contract,” it shall be administered as a subaward, and all applicable federal and state requirements will apply to subrecipients.

Successful proposers must demonstrate:

- Technical competence
- Administrative and managerial expertise
- Qualified professional staff
- Adequate fiscal and operational systems

Proposers may submit as partnerships or consortia; however, responsibilities—particularly fiscal accountability—must be clearly defined in writing and included in the proposal.

Subcontracting is encouraged but must:

- Be clearly identified in the proposal
- Receive SAWDB approval prior to execution
- Comply with all applicable procurement standards

4.1.1 Contract Administration

Each proposer must designate a **Contract Liaison** who:

- Is authorized to negotiate contractual terms
- Is knowledgeable in financial and administrative matters
- Can represent the organization in all contract-related issues

4.1.2 Legislative Authority

Applicable laws and guidance include:

1. Workforce Innovation and Opportunity Act (WIOA):
www.doleta.gov/WIOA

2. U.S. Department of Labor (DOL) Resources:
www.doleta.gov/WIOA
 3. Pennsylvania Workforce Information Network:
www.paworkforce.state.pa.us
 4. SAWDB / SAP&DC:
<https://sapdc.net/>
-

4.1.3 Applicable Statutes, Rules, and Regulations

Programs funded under this RFP are governed by:

- Workforce Innovation and Opportunity Act of 2014
- 2 CFR Part 200 (Uniform Guidance)
- 20 CFR Parts 603, 651, 652, and related regulations
- U.S. Department of Labor policies
- Commonwealth of Pennsylvania workforce policies
- SAWDB local policies

Subrecipients must comply with all applicable federal, state, and local regulations.

4.1.4 Accessibility

Contractors must ensure compliance with:

- Section 504 of the Rehabilitation Act of 1973
- Americans with Disabilities Act (ADA)

All facilities and services must be fully accessible.

4.1.5 Nondiscrimination and Equal Opportunity

Contractors must comply with all applicable nondiscrimination laws, including:

- Civil Rights Act of 1964 (Titles VI and VII)
 - Rehabilitation Act of 1973
 - Education Amendments of 1972 (Title IX)
 - Age Discrimination Act of 1975
 - Americans with Disabilities Act
-

- Nontraditional Employment for Women Act

No individual shall be denied services or employment based on protected characteristics.

4.1.6 Contract Type and Compensation

Contracts will generally be **cost-reimbursement**, but SAWDB reserves the right to use:

- Fixed-price
- Incentive-based
- Cost-plus arrangements

Contractors must demonstrate sufficient financial resources to operate with at least **four weeks of cash flow capacity**.

4.2 Fiscal Information

4.2.1 Financial Management Standards

Contractors must maintain financial systems that support:

- **GAAP compliance**, including:
 - Accurate tracking of funds, expenditures, and obligations
 - Internal controls
 - Budget-to-actual comparisons
 - Source documentation
- **System capability** to:
 - Produce required reports
 - Track expenditures and encumbrances
 - Monitor program income
- **Accrual or modified accrual accounting**

SAWDB reserves the right to review financial systems at any time.

4.2.2 Cost Principles and Allowable Costs

All costs must be:

- Necessary and reasonable
- Allocable to the program
- Allowable under federal cost principles

Costs may not be shifted between programs to cover deficiencies.

4.2.3 Indirect Costs

Administrative/indirect costs are limited to **10%** of the total contract amount, unless otherwise approved.

4.2.4 Profit Margins

Profit is allowable only for **for-profit entities** and will be negotiated based on:

1. Complexity of work
 2. Risk assumed
 3. Investment
 4. Past performance
-

4.2.5 Monitoring

Authorized representatives may review contractor records at any time to ensure compliance with all requirements.

4.2.6 Audit Requirements

Audit requirements include:

- Compliance with the **Single Audit Act**
- Single audit required for entities expending **\$750,000 or more** in federal funds annually (updated threshold)
- For-profit entities must undergo appropriate audits if receiving public funds

Proposers must submit:

- Most recent audited financial statements
-

- Management letters (if applicable)
-

4.2.7 Bonding

Contractors must maintain bonding coverage for employees handling funds.

Minimum coverage:

- \$100,000 or
 - One-half of total contract value (whichever is greater)
-

4.2.8 Insurance

Contractors must obtain and maintain:

- **General Liability Insurance:**
\$500,000 per occurrence / \$1,000,000 aggregate
- **Workers' Compensation Insurance:**
Minimum \$1,000,000 coverage
- **Automobile Insurance (if applicable):**
Standard liability coverage

Proof of insurance is required prior to contract execution.

4.2.9 Property Management

All equipment purchased with contract funds must be:

- Properly tracked and maintained
 - Used for authorized purposes
 - Managed in accordance with SAWDB policies
-

4.2.10 Records Retention

Contractors must retain all records for at least **three (3) years** following contract closeout.

4.2.11 Additional Operational Requirements

- Services must be delivered at the designated **PA CareerLink® site**
- Equipment must be maintained by the contractor
- Prior approval is required for major purchases
- Contractors must participate in coordination meetings
- Performance and fiscal reporting must be regularly shared

4.2.12 Reporting Requirements

Monthly financial reports are required and must be submitted by the **18th of the following month**.

Failure to comply may result in sanctions or contract termination.

4.2.13 Contract Advances

Advance payments may be approved:

- Up to **20% of contract value**
- Must be justified and properly tracked
- Must be liquidated within **60 days**

4.2.14 Additional Requirements

The following must be provided during contract negotiations (not at proposal submission):

- Articles of Incorporation / nonprofit status (if applicable)
- Organizational bylaws
- Personnel and travel policies
- Recordkeeping systems documentation

Additional conditions:

- No fees may be charged to eligible participants
- PA CareerLink® system must be used for required reporting
- Contractors must comply with SAWDB IT policies
- Contractors must participate in shared facility costs

5. Appendices

The following appendices are included to provide additional guidance, reference materials, and supporting documentation pertinent to this Request for Proposals (RFP). Proposers are encouraged to carefully review all appendices, as they contain important programmatic requirements, policies, and evaluation tools relevant to proposal development and contract performance.

Each appendix is identified below and included in full within this section of the RFP:

Appendix 1

WIOA Title I Programs for Eligibility and Suitability – Adult, Dislocated Worker, and Youth Program Eligibility Requirements

Appendix 2

Southern Alleghenies Workforce Development Board (SAWDB) Priority of Service Policy for Individualized Career Services and Training

Appendix 3

WIOA Adult, Dislocated Worker, Career/Training, and Youth Services

Appendix 4

Roles and Responsibilities of the WIOA Title I Operator

Appendix 5

SAWDB WIOA Negotiated Performance Measures

Appendix 6

Southern Alleghenies Regional Service Statistics

Appendix 7

References

Appendix 8

Phase I Minimum Standards Review Checklist

Appendix 9

Phase II Quantitative and Qualitative Review Checklist

Appendix 10

Phase III Oral Presentation Review Sheet

Appendix 11

Terms and Definitions

Appendix 1

WIOA Title I Programs for Eligibility and Suitability

Adult, Dislocated Worker, and Youth Programs

1. WIOA Adult Program

To be eligible for participation in the WIOA Adult Program, individuals must meet the following **general eligibility criteria**:

- Age 18 years or older
- U.S. citizen or authorized to work in the United States
- Registered for Selective Service (if applicable)

Priority of Service (LWDA Policy)

Priority of service applies to the Adult Program and must be followed in accordance with WIOA Section 134(c)(3)(E). Priority shall be given to:

- Recipients of public assistance
- Other low-income individuals
- Individuals who are basic skills deficient

Priority applies to access to **individualized career services and training services**.

Note: Unlike prior WIA provisions, priority of service under WIOA applies **at all times**, not only when funding is limited. Individuals who are both low-income and basic skills deficient must also receive priority consideration.

Barriers to Employment

WIOA emphasizes service delivery to individuals with barriers to employment. The following populations are identified as having barriers:

- Displaced homemakers
- Low-income individuals
- Individuals with disabilities

- Older individuals (age 55 and older)
- Ex-offenders
- Homeless individuals
- Youth in or aged out of foster care
- Individuals with limited English proficiency or low literacy
- Migrant and seasonal farmworkers (WIOA Sec. 167(i))
- Individuals nearing TANF time limits
- Single parents, including pregnant individuals
- American Indians, Alaska Natives, and Native Hawaiians
- Long-term unemployed individuals
- Other groups identified by the Governor

Additional Requirements:

- Veterans within priority groups receive precedence over non-veterans
- At least **51%** of adults served must come from priority populations
- At least **70%** of individuals receiving individualized or training services must have a barrier to employment

2. WIOA Dislocated Worker Program

To qualify for the Dislocated Worker Program, individuals must meet **general eligibility requirements** and the definition of a dislocated worker under WIOA Section 3(15):

General Eligibility

- Age 18 years or older
- U.S. citizen or authorized to work
- Selective Service registration (if applicable)

Definition of Dislocated Worker

An individual who meets one or more of the following criteria:

A. Layoff or Termination

- Has been terminated or laid off (or received notice)
- Is eligible for or has exhausted unemployment compensation
- Is unlikely to return to previous occupation or industry

B. Plant Closure or Mass Layoff

- Terminated due to facility closure or substantial layoff
- Employed at a facility scheduled to close within 180 days

C. Self-Employment Loss

- Previously self-employed but unemployed due to economic conditions or natural disasters

D. Displaced Homemaker

E. Military Spouse

- Lost employment due to relocation from a permanent change of station
- Meets displaced homemaker criteria due to military-related circumstances

Definition: Displaced Homemaker

An individual who:

- Provided unpaid care in the home; and
- Lost primary financial support; and
- Is unemployed or underemployed and has difficulty securing employment

3. WIOA Youth Program Eligibility

To participate in WIOA Youth Services, individuals must qualify as either:

- **Out-of-School Youth (OSY)**, or
- **In-School Youth (ISY)**

3.1 Out-of-School Youth (OSY)

An individual who:

- Is not attending school
- Is age 16–24 at enrollment
- Meets **one or more** of the following conditions:

1. School dropout
 2. Not attended school during the most recent school quarter
 3. Low-income secondary school graduate who is basic skills deficient or an English language learner
 4. Involved in the justice system
 5. Homeless, runaway, foster care youth, or out-of-home placement
 6. Pregnant or parenting
 7. Individual with a disability
 8. Low-income individual requiring additional assistance to enter or complete education or employment
-

3.2 In-School Youth (ISY)

An individual who:

- Is attending school
- Is age 14–21 (unless an individual with a disability)
- Is low-income; and
- Meets **one or more** of the following criteria:
 - Basic skills deficient
 - English language learner
 - Offender
 - Homeless or foster care involved
 - Pregnant or parenting
 - Individual with a disability
 - Requires additional assistance to complete education or secure employment

Note: Up to **5% of youth participants** may be served without meeting low-income requirements, as permitted under WIOA.

Appendix 2

Southern Alleghenies Workforce Development Board (SAWDB)

Priority of Service for Individualized Career Services and Training

Policy Title

Priority of Access to Individualized Career Services and Training

Policy Status

New Revised

Purpose

To enhance access to **individualized career services and training** under WIOA Title I Adult Programs by establishing clear priority of service guidelines.

Approval Dates

- Initial Policy Approval: **July 14, 2015**
 - Revision Approval: **January 13, 2026**
-

1. Policy Overview

Priority of Service ensures that individuals within designated target populations are given precedence over others in receiving **individualized career services and training funded under WIOA Title I Adult Programs**.

Within these priority populations, **veterans and eligible spouses receive priority over non-veterans**.

2. Determination of Priority

WIOA Title I staff will determine priority status during eligibility and enrollment using:

- Verification of:
 - Income and family size
 - Public assistance status
 - Veteran status
- Assessment tools, including:
 - Preliminary service needs assessment
 - Standardized assessments
 - Client interview and observation

3. Priority of Service Order

Priority for access to individualized career services and training shall be applied in the following order:

1. **Veterans and eligible spouses** who:
 - Receive public assistance, or
 - Are low-income (including underemployed), or
 - Are basic skills deficient
2. **Non-veterans** who:
 - Receive public assistance, or
 - Are low-income (including underemployed), or
 - Are basic skills deficient
3. **Veterans and eligible spouses** not included in the above categories
4. **All other individuals** who do not meet the above priority criteria

4. Definitions

4.1 Low-Income Individual

A low-income individual is one who meets one or more of the following criteria:

- Receives, or has received within the past six (6) months:
 - Supplemental Nutrition Assistance Program (SNAP)

- Temporary Assistance for Needy Families (TANF)
 - Supplemental Security Income (SSI)
 - Other state or local income-based public assistance
 - Is part of a family whose income does not exceed:
 - The federal poverty line, or
 - 70% of the Lower Living Standard Income Level (LLSIL)
 - Is:
 - Homeless or a homeless youth
 - A foster youth or part of a foster care system
 - An individual with a disability whose income meets low-income criteria
 - A WIOA Title I Youth participant (age 18+) who:
 - Was determined low-income within the past six (6) months
 - Is co-enrolled in the WIOA Adult Program
-

4.2 Basic Skills Deficient

An individual is considered **basic skills deficient** if they:

- Are unable to read, write, speak English, or perform mathematical computations at a level necessary for employment or daily life; or
- Score at or below an **8.9 grade level** on a recognized standardized assessment in:
 - Reading
 - Writing
 - Mathematics

Additional documentation may include:

- School records
- Referrals from Adult Basic Education or English Language Learner programs
- Assessment results or staff observations

Individuals may also qualify if:

- They were previously determined basic skills deficient under WIOA Youth within the past six (6) months and are co-enrolled in the Adult Program
-

5. Accessing Priority for Basic Skills Deficiency

Staff will determine eligibility for priority under basic skills deficiency using:

- Standardized assessments
 - Service needs assessment
 - Interviews and observation
 - Third-party documentation, including:
 - Educational records
 - Adult education provider referrals
 - English language learner program referrals
-

6. Monitoring Priority Participation

To ensure compliance with SAWDB requirements:

- At least **51% of Adult participants** must be from priority populations

Monitoring Activities Include:

- Inclusion of priority goals in PA CareerLink® strategic plans and scorecards
- Tracking of participant data in the **Commonwealth Workforce Development System (CWDS)**
- Monthly review of performance by:
 - SAWDB staff
 - PA CareerLink® site administrators
 - One-Stop Operator Consortium
- Use of reports such as:
 - **Summary of Participant Characteristics Report (CWDS)**

Corrective Actions

- Technical assistance will be provided to PA CareerLink® sites not meeting established targets

Appendix 3

WIOA Adult, Dislocated Worker, and Youth Title I Career and Training Services

1. Adult and Dislocated Worker Services

WIOA authorizes **career services** for Adult and Dislocated Worker participants. These services are provided in three categories:

- Basic Career Services
- Individualized Career Services
- Follow-Up Services

Services may be delivered **in any sequence**, based on participant needs.

1.1 Basic Career Services

Basic Career Services are available to all individuals and include:

- **Eligibility Determination**
Assessment of eligibility for WIOA Adult, Dislocated Worker, or Youth programs
- **Outreach and Orientation**
Includes participation in the PA Worker Profiling and Reemployment Services (WPRS) system and orientation to PA CareerLink® services
- **Initial Assessment**
Evaluation of:
 - Literacy and numeracy levels
 - English language proficiency
 - Skills, abilities, and aptitudes
 - Barriers to employment and support service needs
- **Labor Exchange Services**
 - Job search and placement assistance
 - Career counseling (as needed)
 - Information on in-demand occupations and industries
 - Information on nontraditional employment opportunities

- **Referrals**
Coordination with partner programs and support services
 - **Information Services**
 - Performance data for PA CareerLink® services
 - Training opportunities (ETPL/LTPL, program outcomes, costs, financial aid)
 - Unemployment Compensation access
 - Availability of supportive services (transportation, childcare, etc.)
-

1.2 Individualized Career Services

Provided to individuals needing additional assistance to obtain or retain employment:

- **Comprehensive Assessments**
Tools may include:
 - Test of Adult Basic Education (TABE)
 - CareerScope
 - WorkKeys®
- **Individual Employment Plan (IEP)**
A dynamic document outlining:
 - Career goals
 - Planned services
 - Identified barriers
 - Progress tracking
- **Case Management and Career Counseling**
Includes:
 - Intensive job search assistance
 - Mentoring
 - Ongoing progress tracking
 - Required for all WIOA Title I services
- **Pre-Vocational Services**
 - Workplace expectations
 - Communication skills
 - Work experience opportunities
- **Work Readiness Training**
 - Computer skills
 - Time management
 - Conflict resolution
- **Financial Literacy Services**
 - Budgeting
 - Training decision support
- **Job Search Assistance (Out-of-Region)**

- **English Language and Integrated Education & Training (IET)**
Focused on career pathways in key sectors such as healthcare and manufacturing
-

1.3 Follow-Up Services

Follow-up services are provided for **up to 12 months** after employment placement and may include:

- Ongoing contact with participants
 - Job retention support
 - Identification and resolution of employment barriers
-

1.4 Training Services

Training services are provided to individuals who lack skills needed for **self-sufficient employment**.

Individual Training Accounts (ITA)

- Up to **\$4,500** (programs under one year)
 - Up to **\$6,000** (programs one year or longer)
 - Training must:
 - Align with High Priority Occupations
 - Be listed on the ETPL
-

Work-Based Training

Includes:

- **On-the-Job Training (OJT)**
 - Typically reimbursed at up to 50% wages
 - May vary by funding source
 - Must meet regional wage standards
 - **Incumbent Worker Training**
 - **Apprenticeships and Pre-Apprenticeships**
 - **Transitional Employment**
-

Supportive Services

Provided to support program participation, including:

- GED testing assistance
- Work-related clothing and tools
- Certification costs

Services are coordinated with partner organizations to ensure funding is supplemental.

2. Youth Program Services

2.1 Eligibility and Intake

Participants must:

- Meet eligibility criteria (Appendix 1)
 - Undergo a suitability assessment based on:
 - Interests
 - Aptitudes
 - Barriers to employment
-

2.2 Orientation

Youth participants receive orientation covering:

- Available services
 - Expectations
 - Opportunities for engagement
-

2.3 Assessment

Initial and comprehensive assessments include:

- Skills testing
 - Interviewing
 - Identification of barriers and support needs
-

2.4 Individual Service Strategy (ISS)

The ISS:

- Is jointly developed by the participant and case manager
- Defines employment goals and service strategies
- Is regularly updated

2.5 Career Development Services

Includes:

- **Labor Market Information and Career Exploration**
- **Job Readiness Training and Workshops**
- **Tutoring and Dropout Prevention**
- **Alternative Education (GED programs, recovery services)**

2.6 Work Experience

Structured opportunities include:

- Summer employment
- Internships and job shadowing
- Pre-apprenticeships
- On-the-job training

All work experiences include academic and occupational learning components.

2.7 Leadership Development

Activities include:

- Community service
- Peer mentoring
- Life skills development
- Decision-making and team-building

2.8 Occupational Skills Training

Focused on:

- Credential attainment
 - Alignment with in-demand occupations
-

2.9 Adult Mentoring

- Provided for at least **12 months**
 - Offers guidance, support, and career development
-

2.10 Follow-Up Services

Provided for a minimum of **12 months** and may include:

- Employment support
 - Career advancement assistance
 - Continued mentoring
 - Progress monitoring
-

2.11 Supportive Services

Assist youth in overcoming barriers, including:

- Transportation
 - Childcare
 - Other necessary supports
-

2.12 Guidance and Counseling

Includes:

- Individual and group counseling
-

- Referrals for substance abuse or mental health services
-

2.13 Integrated Education and Training

Combines:

- Basic education
 - Workforce preparation
 - Occupational training
-

2.14 Financial Literacy Education

Focuses on:

- Budgeting and savings
 - Credit and debt management
 - Financial decision-making
-

2.15 Postsecondary Transition Services

Includes:

- Career planning
 - College preparation
 - Financial aid guidance
-

2.16 Entrepreneurial Skills Training

Supports:

- Business development knowledge
 - Financial planning
 - Business operations understanding
-

Appendix 4

Roles and Functions of the WIOA Title I Operator

1. Administrative Functions

The WIOA Title I Operator shall, at a minimum, perform the following administrative functions:

1. Provide technical assistance and training to partner staff
 2. Coordinate with contractors regarding program operations, customer activity, documentation, and follow-up
 3. Determine customer eligibility for WIOA services
 4. Provide and coordinate supportive services, as appropriate
 5. Refer customers to partner agencies and community-based organizations
 6. Ensure compliance with all applicable program requirements
 7. Track and report customer activity in accordance with WIOA requirements
 8. Reconcile internal reports with Pennsylvania Department of Labor & Industry reports
 9. Submit participant data and required reports by established deadlines
 10. Utilize the system-wide, common case management system (CWDS or successor system)
-

2. General Functions

The WIOA Title I Operator shall:

1. Serve as a required partner within the PA CareerLink® system
2. Function as the lead operator for job seeker services
3. Staff the PA CareerLink® Career Resource Center with knowledgeable and customer-focused personnel
4. Provide programmatic technical assistance for all WIOA Title I-funded programs
5. Ensure compliance with U.S. Department of Labor and Pennsylvania Department of Labor & Industry requirements
6. Assign staff to appropriate PA CareerLink® teams, committees, and workgroups
7. Lead implementation of additional grants or funding received by SAWDB, as assigned
8. Ensure compliance with work-based learning policies and performance measures
9. Provide services during non-traditional hours, virtually, and/or off-site, as needed to meet customer and employer needs

3. Specific Roles and Functions

3.1 Outreach

The Operator shall:

- a. Conduct outreach, recruitment, and orientation activities to ensure services reach job seekers and employers across the Southern Alleghenies Workforce Development Area
 - b. Participate in and support **Rapid Response activities** as part of the local workforce system
-

3.2 Intake

The Operator shall:

- a. Conduct initial assessments of customers including education, skill levels, and work history
 - b. Provide career counseling and comprehensive intake services
 - c. Determine eligibility for WIOA programs
 - d. Refer customers to appropriate partner agencies for supportive services
-

3.3 Service Delivery – Job Seekers

The Operator shall deliver high-quality services to job seekers, including:

- a. Provide accessible, comprehensive services tailored to customer needs and designed to enhance competitiveness in the labor market
 - b. Deliver personalized and customer-centered services
 - c. Organize service delivery by function and customer need, rather than by program structure
 - d. Ensure services address both **skill development and employment outcomes**, concurrently whenever possible
 - e. Provide case management, job retention, and follow-up services
 - f. Develop **Individual Employment Plans (IEPs)** aligned with career pathways and high-growth industries
-

g. Determine eligibility and suitability for:

- Individual Training Accounts (ITAs)
- Work-based training opportunities

h. Deliver job search assistance, including:

- Job readiness assessments
- Employability workshops
- Job placement assistance
- Career counseling

i. Provide current job listings and employment opportunities to customers

j. Deliver labor market information, including:

- In-demand occupations
- Wage information
- Industry trends
- Skill requirements

k. Provide individual and group counseling to address employment barriers

l. Assist eligible customers in selecting training programs and completing applications for ITAs and other training services

Appendix 5

Program Year (PY) 2025 Southern Alleghenies Workforce Development Area

WIOA Negotiated Performance Measures

The following table presents the **final negotiated performance levels** for Program Year 2025 (PY2025), along with Program Year 2024 (PY2024) benchmarks for comparison.

1. Adult Program

Performance Measure	PY2024 Final	PY2025 Final
Employment Rate (2nd Quarter After Exit)	71.0%	72.0%
Employment Rate (4th Quarter After Exit)	70.0%	71.0%
Median Earnings (2nd Quarter After Exit)	\$6,500	\$6,750
Credential Attainment Rate	80.0%	81.0%
Measurable Skill Gains	76.0%	77.0%

2. Dislocated Worker Program

Performance Measure	PY2024 Final	PY2025 Final
Employment Rate (2nd Quarter After Exit)	81.0%	82.0%
Employment Rate (4th Quarter After Exit)	79.0%	80.0%
Median Earnings (2nd Quarter After Exit)	\$9,000	\$9,500
Credential Attainment Rate	75.0%	75.0%
Measurable Skill Gains	86.0%	87.0%

3. Youth Program

Performance Measure	PY2024 Final	PY2025 Final
Employment Rate (2nd Quarter After Exit)	74.0%	75.0%
Employment Rate (4th Quarter After Exit)	67.0%	68.0%
Median Earnings (2nd Quarter After Exit)	\$3,750	\$4,000
Credential Attainment Rate	54.0%	55.0%
Measurable Skill Gains	64.0%	65.0%

4. Effectiveness in Serving Employers

Performance for the **Effectiveness in Serving Employers** indicator is measured in accordance with U.S. Department of Labor guidance. Final negotiated PY2025 levels are tracked using federal methodology and are not expressed as a traditional percentage target.

Notes

- PY2025 performance levels represent formally negotiated targets with the Commonwealth of Pennsylvania.
- Contractors are expected to meet or exceed these benchmarks.
- Performance outcomes will be monitored regularly and may impact contract continuation, funding levels, and corrective action requirements.

Appendix 6

Southern Alleghenies Service Statistics

1. Active WIOA Participants by County

(Quarter 4: October – December 2025)

County	Adults	Dislocated Workers	Adult & Dislocated Workers (Combined)	Youth	Total Participants
Bedford	30	16	46	18	64
Blair	47	18	65	26	91
Cambria	49	34	83	21	104
Fulton/Huntingdon	27	5	32	32	64
Somerset	11	16	27	32	59
Region Total	164	89	253	129	382

2. New WIOA Participants by County

(Quarter 4: October – December 2025)

County	Adults	Dislocated Workers	Adult & Dislocated Workers (Combined)	Youth	Total Participants
Bedford	12	9	21	3	24
Blair	12	6	18	3	21
Cambria	19	10	29	4	33
Fulton/Huntingdon	3	1	4	3	7
Region Total	46	26	72	13	85

Appendix 7

References

The following federal, state, and local resources provide the statutory, regulatory, and policy framework for the programs and services described in this Request for Proposals (RFP).

Federal Legislation and Regulations

- **Workforce Innovation and Opportunity Act (WIOA) of 2014**
Public Law 113-128 (Titles I and III), enacted July 22, 2014
<https://www.congress.gov/113/plaws/publ128/PLAW-113publ128.pdf>
 - **WIOA Final Rule (Joint Rule for Unified and Combined State Plans, Performance Accountability, and One-Stop System Provisions)**
Federal Register, Vol. 81, No. 161, August 19, 2016
https://www.doleta.gov/wioa/Docs/WIOA_Joint_Final_Rule.pdf
 - **WIOA Notice of Proposed Rulemaking (NPRM)**
Federal Register, April 16, 2015
<https://www.federalregister.gov/documents/2015/04/16/2015-05530/workforce-innovation-and-opportunity-act-notice-of-proposed-rulemaking>
-

Federal Guidance (Training and Employment Guidance Letters – TEGs)

- **TEGL 19-14** – Vision for the Workforce System and Initial Implementation of WIOA
(February 19, 2015)
https://wdr.doleta.gov/directives/attach/tegl/TEGL_19-14.pdf
 - **TEGL 23-14** – WIOA Youth Program Transition
(March 26, 2015)
https://wdr.doleta.gov/directives/attach/tegl/TEGL_23-14.pdf
 - **TEGL 3-15** – Guidance on Services for Adult and Dislocated Worker Programs
(July 1, 2015)
https://wdr.doleta.gov/directives/attach/tegl/TEGL_3-15.pdf
-

- **TEGL 8-15** – Second WIOA Youth Program Transition Guidance
(November 17, 2015)
https://wdr.doleta.gov/directives/attach/tegl/TEGL_8-15.pdf
 - **TEGL 10-16 (Change 3)** – Performance Accountability Guidance for WIOA Core Programs
(Originally issued December 19, 2016; updated guidance applies)
https://wdr.doleta.gov/directives/attach/tegl/TEGL_10-16_Change3.pdf
-

State and Regional Planning Documents

- **Pennsylvania WIOA Combined State Plan**
(Most recent approved plan available through PA Department of Labor & Industry)
<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/WIOA-State-Plan.aspx>
 - **Southern Alleghenies Workforce Development Board (SAWDB) Local Plan**
<https://sapdc.net/>
-

Additional Resources

- **Pennsylvania Workforce System Policies and Guidance**
<https://www.dli.pa.gov/Businesses/Workforce-Development/Pages/default.aspx>
- **U.S. Department of Labor – Employment and Training Administration (ETA)**
<https://www.dol.gov/agencies/eta>

Appendix 8

Phase I Minimum Standards Review Checklist

Proposer Name: _____

To be considered for further review, a proposal must demonstrate **responsiveness to this solicitation** by receiving a “Yes” rating for all criteria listed below.

Minimum Standards Review

1. **Proposal Receipt**

Was the proposal received by the date and time specified in the RFP?

Yes No

2. **Required Copies**

Did the proposer submit one (1) original and five (5) complete copies of the proposal?

Yes No

3. **Signatures**

Is the proposal complete with all required signature forms executed by the authorized signatories of the proposer and all partners/subcontractors?

Yes No

4. **Eligibility**

Are the proposer and all partners/subcontractors eligible entities as described in **Section 2.6 (Qualifications for Proposers)**?

Yes No

5. **Compliance with Proposal Instructions**

Does the proposal meet all requirements outlined in **Section 3.0 (Proposal Instructions)**?

Yes No

6. **General Provisions Acknowledgement**

Has the proposer submitted a signed **SAP&DC General Provisions Acknowledgement** for the proposer and all partners/subcontractors?

Yes No

7. Financial Documentation

Has the proposer included the most recent:

- Audited Financial Statement; and
 - Management Letter (if applicable)?
- Yes No

8. Conflict of Interest

Is the proposal free from any real or apparent conflict of interest?

- Yes No

9. Service Delivery Capability

Is the proposer willing and able to provide services to the **entire county** as specified in the RFP?

- Yes No
-

Reviewer Certification

Reviewer Name: _____

Signature: _____

Date: _____

Appendix 9

Phase II Quantitative and Qualitative Review Sheet

Southern Alleghenies Workforce Development Area

WIOA Title I Services – Proposal Rating Criteria

Proposer: _____

County: _____

Reviewer: _____

Scoring Instructions

Each criterion should be rated on a scale of:

Score	Description
1	Poor / Does not meet expectations
2	Fair / Meets some expectations
3	Good / Meets expectations
4	Excellent / Exceeds expectations

1. Organizational Capacity and Past Performance (Maximum: 16 Points)

Criteria	1	2	3	4
a. The proposer is a credible and appropriate entity to carry out this contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

b. The proposer demonstrates sufficient organizational capacity (type, size, structure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposer demonstrates past experience delivering WIOA/WIA or related services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposer provides performance data demonstrating program effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 16): _____

2. Program / Service Design (Maximum: 28 Points)

Criteria	1	2	3	4
a. Effective outreach, recruitment, and marketing strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Assessment and service planning processes (IEP/ISS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Counseling and case management strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Job search and placement effectiveness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Follow-up and retention strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Clear description of programs and services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Innovation beyond minimum requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 28): _____

3. Program / Service Delivery (Maximum: 32 Points)

Criteria	1	2	3	4
a. Understanding of intake, eligibility, and registration requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Coordination with PA CareerLink® partners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Leveraging resources and avoiding duplication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Collaboration with education providers and employers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Technological capacity and integration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Performance measurement and evaluation capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Management controls and compliance systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Subcontractor monitoring processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 32): _____

4. Staffing Plan (Maximum: 16 Points)

Criteria	1	2	3	4
a. Qualified management structure and staff credentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adequacy of staffing plan to deliver services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Consideration of incumbent staff and compensation structure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Transition plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 16): _____

5. Fiscal Capability (Maximum: 16 Points)

Criteria	1	2	3	4
a. Adequacy of fiscal management system	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Documentation and recordkeeping systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Qualifications of fiscal staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Financial stability and ability to manage/disburse funds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 16): _____

6. Overall Value (Maximum: 16 Points)

Criteria	1	2	3	4
a. Alignment with SAWDB Local Plan goals and objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Strength of partnerships and collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Understanding of local needs and added value beyond requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Ability to exceed performance expectations and demonstrate impact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Score (Max 16): _____

TOTAL POINTS (Maximum: 120)

Final Score: _____

Qualitative Assessment

Strengths

Weaknesses

Reviewer Certification

Reviewer Signature: _____

Date: _____

Appendix 10

Phase III Oral Presentation Review Sheet

Proposer Name: _____

County: _____

Final Ranking: _____

Evaluation Criteria

Please provide qualitative comments for each of the following criteria based on the proposer's oral presentation and previously submitted materials.

A. Return on Investment

The proposer demonstrates a strong return on investment (ROI) for WIOA Title I funds.

Comments:

B. Alignment with Strategic Plan

The proposer's approach is consistent with the goals and objectives outlined in the SAWDB Strategic Plan.

Comments:

C. Partnerships and Collaboration

The proposer demonstrates strong partnerships with agencies and organizations to provide specialized services to WIOA Title I customers.

Comments:

D. Understanding of Local Needs

The proposer demonstrates a clear understanding of local workforce needs and includes services beyond minimum requirements to address service gaps.

Comments:

E. Performance and Outcomes

The proposer demonstrates the ability to measure program outcomes effectively and exceed performance expectations.

Comments:

Overall Comments

Reviewer Certification

Reviewer Name: _____

Signature: _____

Date: _____

Appendix 11

Terms and Definitions

The following terms and definitions apply to this Request for Proposals (RFP) and to programs funded under the Workforce Innovation and Opportunity Act (WIOA).

ACT

The Workforce Innovation and Opportunity Act of 2014 (WIOA), as amended.

APPLICANT

An individual who applies for services under WIOA.

BASIC SKILLS DEFICIENT

As defined in WIOA Section 3(5), an individual who:

- Lacks proficiency in English (reading, writing, or speaking), or
 - Is unable to compute or solve problems at a level necessary to function on the job, in the family, or in society; or
 - For youth, performs at or below the **8th-grade level** on a standardized test
-

CAREER PATHWAY

A combination of education, training, and support services that:

- Aligns with industry workforce needs
 - Prepares individuals for postsecondary education or employment
 - Includes counseling and career planning
 - Supports attainment of a secondary diploma and a recognized credential
-

- Enables entry and advancement in a career field
-

CONTRACTOR

An entity that receives funds from SAWDB to operate programs or deliver services under contract. Contractors are considered **subrecipients** and must comply with all applicable federal, state, and local requirements.

COST PRINCIPLES

Requirements under **2 CFR Part 200 (Uniform Guidance)** stating that all costs must be:

- **Reasonable:** Necessary and consistent with sound business practices
 - **Allowable:** Permitted under applicable regulations
 - **Allocable:** Properly assignable to the program benefiting from the cost
-

CUSTOMER / CLIENT / PARTICIPANT

An individual who:

- Has been determined eligible for a WIOA-funded program, and/or
 - Is receiving employment, training, or supportive services
-

CWDS (Commonwealth Workforce Development System)

The Commonwealth of Pennsylvania's official system of record used to track participant data, services, outcomes, and performance across workforce programs.

DISLOCATED WORKER

An individual who meets WIOA eligibility criteria due to job loss, layoff, plant closure, or similar circumstances, and is unlikely to return to their previous occupation. (See Appendix 1 for full eligibility criteria.)

EMPLOYER

Any public or private entity engaged in legal commerce that hires employees in compliance with federal and state labor laws.

ELIGIBLE APPLICANT

An individual who has applied for and been determined eligible for a WIOA-funded program.

GRANT

Federal or state funds awarded to SAWDB by the Pennsylvania Department of Labor & Industry or the U.S. Department of Labor.

JOB SEEKER

Any individual seeking employment services, including those unemployed, underemployed, or entering/re-entering the workforce.

LOW-INCOME INDIVIDUAL

As defined by WIOA Section 3(36), an individual who:

- Receives public assistance (e.g., SNAP, TANF, SSI), or
- Has family income below the federal poverty line or 70% of the Lower Living Standard Income Level (LLSIL), or
- Is homeless, a foster youth, or an individual with a disability meeting income criteria

Note: Current income thresholds are updated annually by the U.S. Department of Labor. Proposers should reference the most recent published guidelines.

LOWER LIVING STANDARD INCOME LEVEL (LLSIL)

Income thresholds established annually by the U.S. Department of Labor, adjusted for family size and geographic region.

PROGRAM INCOME

Income generated as a direct result of WIOA-funded activities, including:

- Fees for services
- Rental or sale of property
- Interest earned on funds

All program income must be tracked and reported separately in accordance with federal regulations.

REGULATIONS (REGS)

Federal and state rules issued by:

- U.S. Department of Labor (USDOL)
- Pennsylvania Department of Labor & Industry

governing WIOA implementation.

PA CAREERLINK® SYSTEM

Pennsylvania's workforce system, including physical one-stop centers and online service platforms that provide employment and training services.

PRIORITY OF SERVICE

A requirement under WIOA that gives priority access to services for individuals with barriers to employment, including:

- Veterans and eligible spouses
 - Public assistance recipients
 - Low-income individuals
 - Individuals with disabilities
-

- Long-term unemployed individuals
-

PRIORITY ACCESS TO INDIVIDUALIZED CAREER SERVICES

The local policy (see Appendix 2) requiring that priority populations receive precedence for individualized career and training services funded under WIOA Adult programs.

TRAINING AND EMPLOYMENT GUIDANCE LETTER (TEGL)

Official policy guidance issued by the U.S. Department of Labor Employment and Training Administration (ETA).

WIOA

The Workforce Innovation and Opportunity Act of 2014 and all associated regulations, policies, and guidance.

WIOA ADULT PROGRAM

A core WIOA Title I program serving individuals age 18 and older seeking employment, training, or career advancement.

WIOA TITLE I SERVICES

A comprehensive set of workforce services including:

- Outreach and recruitment
- Assessment and intake
- Career counseling
- Training (including ITAs and OJT)
- Job placement and follow-up

(See Appendix 3 for full service descriptions.)

YOUTH

An individual meeting WIOA age eligibility requirements:

- **In-School Youth (ISY):** Ages 14–21
 - **Out-of-School Youth (OSY):** Ages 16–24
-

INTERPRETATION OF TERMS

Terms not specifically defined in this appendix shall be interpreted in accordance with:

- The Workforce Innovation and Opportunity Act
- Applicable federal and state regulations
- Official guidance (TEGLs, TENs, state policy)
- Standard workforce development practices

6. Attachments

The following attachments are included to support proposal submission requirements and provide necessary forms and contractual documentation. Proposers must review all attachments carefully and include completed forms as specified within this RFP.

Attachment A

Bidder's Conference RSVP Form

Required for confirming attendance at the Bidders' Conference.

Attachment B

Title I Services Proposal Cover Page

Must be completed and included as the first page of the proposal submission.

Attachment C

Title I Services Proposal Checklist

Provides a summary of required proposal components to ensure completeness.

Attachment D

SAP&DC General Provisions

Contains the standard terms and conditions governing all contracts issued under this RFP.

Attachment E

SAP&DC General Provisions Acknowledgement

Must be signed by the authorized representative of the proposer **and all partners/subcontractors**, indicating acceptance of all contractual provisions.

Notes for Proposers

- All required attachments must be **fully completed, signed (where applicable), and included** with the proposal submission.
- Failure to include required attachments may result in the proposal being deemed **non-responsive**.
- Authorized signatures must be from individuals with legal authority to bind the organization contractually.
- Proposers are responsible for ensuring that all submitted documents are accurate and complete.

Attachment A

Bidder's Conference RSVP Form

Request for Proposals (RFP)

Delivery of Workforce Innovation and Opportunity Act (WIOA) Title I Services
through PA CareerLink® One-Stop Centers
in the Southern Alleghenies Workforce Development Area

Bidders' Conference Details

Date: Thursday, May 14, 2026

Time: 10:00 AM

Location:

SAP&DC Conference Room

3 Sheraton Drive

Altoona, PA 16601

RSVP Deadline

Please respond no later than:

Close of Business – Wednesday, May 13, 2026

Attendee Information

Name: _____

Organization: _____

I will attend the Bidders' Conference

Number of Attendees: _____

Submission Instructions

Please complete and return this form to:

Southern Alleghenies Planning & Development Commission (SAP&DC)

Attn: **Jennifer J. Sklodowski, Director**

3 Sheraton Drive

Altoona, PA 16601

Fax: (814) 949-6505

Email: jsklodowski@sapdc.net

Important Notice

- All questions regarding this procurement must be submitted **in writing**.
- Only questions received by the RSVP deadline will be addressed during the Bidders' Conference.
- Questions and responses will be made available to all interested parties in accordance with the RFP process.

Attachment B

Southern Alleghenies Workforce Development Area

Title I Services Proposal Cover Page

Please complete all fields below. This form must be included as the **first page** of the proposal submission.

1. Proposer Information

Proposer Name:

Mailing Address:

Physical Address (if different):

2. Primary Contact Information

Contact Person: _____

Title: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

3. Organizational Information

Tax/Legal Status (Check one):

- Unit of Government
 - State
 - County
 - City

 - Public, Non-Profit

 - Private, Non-Profit

 - Private, For-Profit

 - Other (please specify): _____
-

4. Organizational Details

State of Incorporation: _____

Date Established: _____

Federal Employer Identification Number (EIN): _____

5. Proposed Service Area

County/Counties to be Served:

Certification

By signing below, the undersigned certifies that the information provided is accurate and that the organization is authorized to submit this proposal in response to this Request for Proposals (RFP).

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

Attachment C

Southern Alleghenies Workforce Development Area

Title I Services Proposal Checklist

This checklist is provided to assist proposers in ensuring that all required components are included in the proposal submission. Proposers are responsible for verifying completeness prior to submission.

Required Proposal Components

1. Proposal Cover Page (*Attachment B*)

2. Proposal Checklist (*Attachment C*)

3. Proposal Narrative

The narrative must include the following sections:

- Executive Summary
 - Organizational Capacity
 - Past Performance
 - Program / Service Design
 - Program / Service Delivery
 - Staffing Plan
 - Fiscal Capability
 - References
-

4. SAP&DC General Provisions Acknowledgement (*Attachment E*)

5. Audited Financial Statement (Most Recent Available)

6. Management Letter of the Organization (if applicable)

7. Partnership / Consortium Agreement (if applicable)

Certification of Completeness

By submitting this checklist, the proposer certifies that all required components of the proposal have been reviewed and included as part of the submission.

Proposer Name: _____

Authorized Representative: _____

Signature: _____

Date: _____

Important Notes

- All required documents must be submitted in accordance with **Section 3.0 – Proposal Instructions**.
- Missing or incomplete items may result in the proposal being deemed **non-responsive**.
- All required forms must include authorized signatures where applicable.

Attachment D

SAP&DC General Provisions

The following general provisions apply to all contracts awarded under this Request for Proposals (RFP).

1. Records Retention and Access

The Contractor agrees to retain all records, reports, documents, and files related to this agreement as follows:

A. Retention Period

All financial and program records, including supporting documentation and performance data, must be retained for a **minimum of three (3) years** from the date of submission of final closeout reports.

B. Litigation or Audit

If any litigation, claim, or audit is initiated prior to the expiration of the retention period, records must be retained until all matters are resolved.

C. Property Records

Records related to non-expendable property must be retained for at least **three (3) years after final disposition**.

Records must be maintained in a secure manner to ensure integrity and accessibility. Electronic recordkeeping systems are permitted.

Authorized representatives of the following entities shall have access to records for audit and review purposes:

- SAP&DC
- Pennsylvania Department of Labor & Industry
- Commonwealth Auditor General
- U.S. Department of Labor and Inspector General

Such access includes the right to inspect, copy, and interview personnel.

2. Fiscal Requirements

The Contractor shall comply with all applicable fiscal requirements, including:

- **2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards)**
 - Applicable federal, state, and local regulations governing WIOA-funded programs
-

3. Travel

- Prior approval from SAP&DC is required for all **out-of-area travel**
 - Federal travel regulations apply if no internal policy exists
 - **Foreign travel is not allowable**
-

4. Property Management

The Contractor must comply with federal property standards, including:

- Prior approval required for equipment purchases exceeding **\$5,000** (updated federal threshold)
 - Procurement must follow competitive procedures
 - Equipment inventory and reporting requirements must be maintained
 - Annual inventory reporting is required
-

5. Lease Agreements

All lease agreements must be submitted to SAP&DC for **prior written approval**.

6. Bonding

The Contractor must maintain bonding for staff handling funds.

Minimum coverage:

- \$100,000 or
 - One-half of total contract amount (whichever is greater)
-

7. Labor Compliance

For worksites covered by collective bargaining agreements, the Contractor must provide documentation of consultation and concurrence from the appropriate labor organization.

8. Certifications and Assurances

The Contractor certifies and agrees to the following:

A. Compliance with WIOA

Full compliance with WIOA and all applicable regulations and policies.

B. Legal Compliance

Compliance with all federal, state, and local laws, including maintaining a drug-free workplace.

C. Debarment and Suspension

The Contractor is not debarred, suspended, or otherwise excluded from participation in federally funded programs.

D. Background Clearances

Staff working with youth must obtain required clearances (e.g., Act 34 and Act 151).

E. Litigation Disclosure

No pending litigation exists that would impair performance.

F. Nondiscrimination

No discrimination based on protected characteristics.

G. Accessibility

Compliance with the Americans with Disabilities Act (ADA).

H. Participant Fees

No fees may be charged to WIOA participants.

I. Sectarian Activities

WIOA funds shall not be used for religious or sectarian activities.

J. Equal Employment

The Contractor shall comply with all equal employment opportunity laws.

K. Eligibility Determination

The Contractor is responsible for accurate eligibility determinations and may be financially liable for errors resulting in disallowed costs.

The Contractor agrees to indemnify SAP&DC against such liabilities.

L. Workers' Compensation

The Contractor shall maintain workers' compensation insurance as required by law.

9. Lobbying

A. Prohibition

No WIOA funds may be used to influence federal or state officials in connection with funding decisions.

B. Disclosure

If non-WIOA funds are used for lobbying, the Contractor must submit required disclosure forms (SF-LLL).

10. Tax Compliance

The Contractor must:

- File all applicable tax returns
- Pay all tax liabilities
- Provide verification upon request

11. Audit Requirements

The Contractor must:

- Obtain an annual audit if required under federal guidelines
- Submit audit reports within required timelines (generally within **nine months** after fiscal year end)

12. Protection of Participants

Participants may not be billed for services due to:

- Contractor noncompliance
- Funding shortages

13. Termination

SAP&DC may terminate the contract if the Contractor:

- Fails to deliver services as required
- Fails to meet performance expectations

Termination will be effective **30 days after written notice**. Payment will be made for allowable costs incurred prior to termination.

14. Grievance Procedures

The Contractor must:

- Comply with WIOA grievance procedures
- Inform participants of their rights
- Provide access to established grievance processes

Attachment E

SAP&DC General Provisions Acknowledgement

This form must be completed and signed by the authorized representative of the proposer and **all partners and/or subcontractors**, acknowledging acceptance of the SAP&DC General Provisions.

Organization Information

Proposer / Subcontractor Name:

Address:

Authorized Representative

By signing below, the undersigned certifies that they are duly authorized to act on behalf of the organization and agree to comply with all terms and conditions outlined in the **SAP&DC General Provisions (Attachment D)**.

Authorized Representative Name (Print):

Title:

Signature:

Date:

Important Instructions

- This form **must be completed and submitted with the proposal.**
- A separate signed form is required for:
 - The prime proposer, and
 - Each partner and/or subcontractor identified in the proposal
- Failure to include completed acknowledgement forms may result in the proposal being deemed **non-responsive**