

Request for Proposals

Bradford County PA CareerLink® Operator

Tioga County PA CareerLink® Operator

The Northern Tier Workforce Development Board (NTWDB), as required by WIOA and the Commonwealth's Workforce System Policy (WSP) No. 121-04, is seeking proposals from eligible entities to serve as the PA CareerLink® system operator for the Bradford PA CareerLink® and the Tioga PA CareerLink® either individually or jointly.

As described in the Department of Labor and Industry's WSP No. 121-04, the board selects the single-entity operator category, Model #3, in which the entity selected as the system operator elects to, or is required to, employ a single individual or a group of individuals to carryout, in whole or in part, the onsite functions of the operator. This model allows a local board to procure an eligible entity to serve as the operator; whereas, whichever entity is procured will be required to maintain a role and function for the current PA CareerLink® site administrator.

Eligible entities to apply include, Institutions of Higher Education, Community-Based Organizations, Non-Profits, Workforce Intermediaries, Government Agencies, For-Profits. Please reference the WIOA Joint Rule for Unified and combined State Plans, Performance Accountability, and the One-Stop System Joint Provisions; Final Rule for detail concerning one-stop operation and requirements and the WIOA; Final Rule for Title I requirements. The successful proposer is expected to be responsive to all subsequent WIOA implementing regulations and clarifications issued by the United States Department of Labor and/or the Commonwealth of Pennsylvania Department of Labor and Industry.

The Operator will be accountable to the Northern Tier Workforce Development Board and the Chief Local Elected Officials of the Northern Tier. Performance and accountability will be determined utilizing data driven decisions and customers satisfaction.

Each local board is required to establish a PA CareerLink® system standing committee. This committee will provide information, recommendations, and assistance with planning, implementation, evaluation, and oversight, as well as other issues related to PA CareerLink® operations. The local board will ensure appropriate internal controls and conflict of interest policies and procedures are in place.

Program Duration

- July 1, 2017 to June 30, 2018; with three one-year renewal options to not exceed June 30, 2021.

Bradford and/or Tioga County PA CareerLink® Operator: Services to Be Performed, Responsibilities, and Operational Parameters

The items below are examples of the responsibilities and duties that are expected to be performed by the successful proposer. These items are not comprehensive and may change as circumstances require.

PA CareerLink® Administrator

The WDB sees a scenario for the successful proposer as the employer of record for the PA CareerLink® Site Administrator. In a case where the successful proposer also is the operator of programs in either of the PA CareerLink® sites, a division of responsibilities must be delineated. Essentially, there may be no actual or implied administrative supervisory relationship between the PA CareerLink® Administrator and other program staff.

A written agreement must be developed with the WDB that clarifies how the organization will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, OMB 2 CFR Chapter I, Chapter II, Part 200, the Uniform Code, , and Pennsylvania conflict of interest policy (WIOA Final Rule, 679.430). There currently is \$24,000 on each respective Resource Sharing Agreement Budgets (RSAB) to support the Site Administrator and is on a reimbursement basis.

The WDB reserves the right to reject any candidate for the position of PA CareerLink® Administrator the successful proposer may propose/select.

The PA CareerLink® Administrator(s) must have a comprehensive knowledge of WIOA and all subsequent rules and regulations as well as Commonwealth policies that impact the one-stop in any way.

Limitations

- A system operator may not perform the following functions: convene system stakeholders to assist in the development of the local plan; prepare and submit local plans; be responsible for oversight of itself or other operators; select or terminate system operators, career services, and youth providers; negotiate local and/or regional performance accountability measures; or develop and submit budget for activities of the local board in the local area or regional area.

Service Provision

- The system operator may provide services. The requirements found at 20 CFR 678.625 must be employed; that is, employment of firewalls and internal controls within the operator-service provider entity, as well as specific policies and procedures at the local board level regarding oversight, monitoring, and evaluation of performance of the service provider are to be followed. This activity will be monitored by the Department of Labor and Industry. Additionally, an entity serving as a system operator, that also serves a different role within the one-stop delivery system, may perform some or all of these functions when it is acting in its other role, if it has established sufficient internal controls and conflict of interest policies and procedures.

RELATIONSHIP OF OPERATOR TO THE NTWDB AND PA CAREERLINK® PARTNERS

- The NTWDB will maintain a contractual relationship with the selected Operator and will provide ongoing policy guidance and strategic direction to ensure that the board's vision and performance expectations remain in the forefront and are addressed. The NTWDB is also responsible for performance monitoring and will perform periodic quantitative, qualitative and on-site reviews of Operator performance to ensure that expectations are being met.

Proposal Format

- Organizational Profile
 - Name, address, phone, contact person information, EIN
- Narrative
 - Address the Mission and goals of your organization, identify your customers and services provided.
 - Address your experience with the workforce system and relationship with the region's PA CareerLink® sites.
 - Address your organization's ability to serve as the one-stop operator and individual suited to serve as Site Administrator, if applicable

- Address your experience in working with employers to address their hiring needs;
- Describe how your organization is well-positioned to serve in the capacity as the one-stop operator

Proposal Evaluation

- Proposer's understanding of the requirements of the Operator and the workforce system in the Northern Tier and demonstrated capabilities to carry out the duties of the Operator.
- Leveraged resources the proposer brings to the role of the Operator.

Proposal Submission

- Proposals may be submitted by email to Frank Thompson at thompson@northerntier.org or mailed to:
Frank Thompson
Deputy Director
NTRPDC
312 Main St
Towanda, PA 18848

By Close of Business April 14, 2017