EXHIBIT A-Application Form

REGIONAL WORKFORCE SERVICES APPLICATION

Northern Tier Workforce Development Area

WIOA Adult • WIOA Dislocated Worker • Business Services • Young Adult/LAUNCH! Your Success • EARN/SNAP

Performance Period: July 1, 2027 – June 30, 2028

Instructions to Applicants

This application is the required response format for the Northern Tier Workforce Development Board's Regional Workforce Services RFP. Complete all applicable fields and provide the information requested in each section. The application and attachments will be used to evaluate the proposal and may be incorporated into the resulting contract.

This is a single regional procurement. Applicants must propose to provide ALL program components identified in the RFP throughout ALL five counties: Bradford, Sullivan, Susquehanna, Tioga and Wyoming. Partial proposals by program, funding stream or county will not be accepted.

The main proposal narrative (Exhibit A-3) may not exceed 25 pages, excluding the cover letter, table of contents and attachments. Applicants may use this application as the structure for the narrative. Clearly label supplemental attachments and cross-reference them in the application.

Submit the completed proposal electronically through the designated NTRPDC OneDrive RFP site by the deadline in the RFP. Review the complete RFP, including all appendices, policies and required assurance/certification forms, before submitting.

Application Contents

- Exhibit A-1 – Applicant Information and Regional Commitment
- Exhibit A-2 – Conflict Disclosure Form
- Exhibit A-3 – Regional Program Narrative
- Exhibit A-4 – Organizational Information and Required Attachments
- Exhibit A-5 – Acknowledgement and Certification

EXHIBIT A-1 – APPLICANT INFORMATION AND REGIONAL COMMITMENT

Applicant Information	Response
Legal Organization Name	
Organization Address	
Primary Contact Name and Title	
Telephone	
Email Address	
Website	
Federal Tax ID / EIN	
SAM.gov Unique Entity ID (UEI)	
Organization Type	☐ Nonprofit ☐ For-profit ☐ Educational ☐ Governmental ☐ Other: Click or tap here to enter text.
Date Incorporated / Years in Operation	

Project / Proposal Title	
Authorized Signatory Name and Title	

Mandatory Regional Commitment

By submitting this application, the applicant confirms that it is proposing to deliver the complete regional scope described in the RFP. The applicant may not select only certain counties or program components.

☐ We commit to providing all required program components: WIOA Adult and WIOA Dislocated Worker/Navigate Your Success, Business Services, Young Adult/LAUNCH! Your Success, and EARN/SNAP.

☐ We commit to serving the entire five-county Northern Tier Workforce Development Area: Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties.

☐ We understand that partial bids by program, funding stream or county will not be accepted and may be determined non-responsive.

☐ We understand that the contract will operate on a cost-reimbursement basis and that the applicant must have the financial capacity to pay allowable costs before reimbursement.

Funding Summary

Submit the separate budget form provided by NTRPDC.

Funds Requested: Click or tap here to enter text.
Funds from Other Sources (if available): Click or tap here to enter text.
In-Kind Contribution Value (if available): Click or tap here to enter text.
Total Program Cost: Click or tap here to enter text.

Minimum Qualification Confirmation

☐ Applicant is an incorporated organization and has been in business for at least three years.

☐ Applicant is in good standing with federal and state government.

☐ Applicant is registered in SAM.gov and is not debarred, suspended or otherwise excluded.

☐ Applicant can provide proof of insurance and FEIN/EIN.

☐ Applicant has the technical, staffing, management, administrative, financial and fiscal capacity to perform the complete regional scope and comply with applicable federal, state, DHS, WIOA and NTWDB requirements.

If any statement above cannot be affirmed, explain fully and identify supporting documentation:

Click or tap here to enter text.

EXHIBIT A-2 – CONFLICT DISCLOSURE

Complete the information below for each actual or potential conflict of interest involving a board member, officer, director or administrator of the applicant organization and the Northern Tier Workforce Development Board. Duplicate this page as needed. A signed disclosure is required even when no conflict exists.

Conflict of Interest: A substantial probability that action taken by an individual will result in measurable direct benefits accruing to the individual, as opposed to benefits accruing in general to an industry.

Disclosure Information	Response
Applicant Organization	
Individual's Name	
Individual's Position	
Nature of actual or potential conflict / relationship	

May have a conflict or potential conflict of interest, including any familial relationship, with (check all that apply):

☐ Member(s) of the Northern Tier Workforce Development Board

☐ Staff appointed by the Northern Tier Workforce Development Board

☐ Staff at PA CareerLink® or affiliate sites

☐ Any other staff within the Northern Tier Workforce Development Area

☐ No known conflict or potential conflict

Describe the conflict or potential conflict and all mitigation measures proposed to avoid an actual conflict or the appearance of a conflict:

Click or tap here to enter text.

Authorized Organization Representative	Response
Electronic Signature	
Printed Name and Title	
Organization	
Date	

EXHIBIT A-3 – REGIONAL PROGRAM NARRATIVE

Project / Proposal Title: Click or tap here to enter text.

Respond to each prompt in the narrative. Applicants should provide specific, operational details rather than restating the RFP. Supplemental materials may be attached and referenced by section.

1. Regional Executive Summary

Provide a concise overview of the proposed integrated, innovative regional service delivery model. Describe the organization's overall approach to delivering all required program components consistently across Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties. Identify the principal features that distinguish the proposed approach.

Click or tap here to enter text.

2. Organizational Experience, Technical Competence and Capacity

Describe the organization's experience delivering workforce development, employment and training, youth, employer or human services relevant to this RFP. Address experience with each program component and population; prior contracts and funding sources; knowledge of WIOA, DHS/EARN, TANF YDP and related requirements; organizational structure; management capacity; financial stability; and ability to administer a regional, multi-program contract. Identify any subcontractors or partner organizations and explain their roles.

Click or tap here to enter text.

3. Regional Staffing and Management Structure

Describe the proposed management structure, supervisory responsibilities, staffing levels, staff deployment and cross-program coordination. Identify the program lead(s), supervisors, direct-service staff, fiscal/data personnel and other key positions. Explain how staff coverage, continuity, training, professional development and vacancies will be managed across the region. Include resumes or position descriptions as attachments.

Click or tap here to enter text.

4. Provide a high-level budget summary (budget justification). Please make clear what the program funds will be used for.

Click or tap here to enter text.

5. Regional Access, Locations and Service Delivery

Describe how customers and employers in every county will access services. Describe innovative strategies to address in-person, virtual and hybrid service options; outreach in underserved and rural communities; mobile or alternative meeting locations; scheduling; accessibility and reasonable accommodations; language access; transportation or technology barriers.

The applicant must house at least one direct program staff member at each comprehensive PA CareerLink® center in Bradford/Sullivan (Towanda) and Tioga (Wellsboro). Describe the proposed staffing and coordination at these locations. Explain how services will be delivered in Sullivan, Susquehanna and Wyoming Counties, including coordination with PA CareerLink® Bradford/Sullivan staff, administrator and operator. EARN co-location is not required; describe how EARN participants will be registered with PA CareerLink® and how the applicant will maintain partner coordination.

Click or tap here to enter text.

6. Integrated Service Coordination and Customer Flow

Explain how the organization will operate one coordinated regional system rather than separate, disconnected programs. Describe intake, assessment, individualized planning, case management, referrals and warm handoffs among program components and partners; how participant needs will determine the appropriate funding stream and services; how duplication of services and costs will be avoided; and how participants will move between services when appropriate. Explain how labor market information and high-priority occupation information will inform career and training decisions.

Click or tap here to enter text.

7. Program-Specific Service Delivery

Address each component below. The proposal must demonstrate the ability to provide every component throughout the five-county region. Clearly describe the innovative service delivery model, staffing, participant/employer access, proposed activities, partnerships, outputs and quality controls.

7A. WIOA Adult – Navigate Your Success

Describe how the applicant will recruit, determine eligibility, document eligibility and serve adults age 18 and older. Explain how priority of service will be implemented. Describe how the applicant will ensure at least 51% of adults served are from priority targeted groups.

Describe how basic career services, individualized career services and training services will be delivered, including intake/orientation, assessment, career counseling, employment plans, case management, job search, referrals, labor market information, training-provider information, financial aid information, work readiness, financial literacy, English language acquisition and integrated education/training as appropriate.

Explain the process for determining training suitability and connecting training to participant goals and high-priority occupations including, but not limited implementation of ITAs and OJTs. Address the regional goal of dedicating 30% of Title I Adult/Dislocated Worker funds to training; distribution of support services, and 12 months of follow-up after entry into unsubsidized employment.

Explain how the applicant will coordinate services and meet applicable performance requirements. Be sure to address an innovative regional approach to all required program elements identified in the RFP.

Click or tap here to enter text.

7B. WIOA Dislocated Worker – Navigate Your Success

Describe outreach and recruitment strategies for workers affected by layoffs, closures and economic dislocation. Explain eligibility determination and documentation for the applicable WIOA Dislocated Worker categories.

Describe how the applicant will deliver basic career, individualized career and training services; connect participants to high-priority occupations and career pathways; provide supportive services and follow-up; and coordinate with employers and Rapid Response. Identify how a WIOA representative from the applicant's organization will be assigned to the Rapid Response team and how the applicant will respond quickly to closure or substantial-layoff events.

Explain how the applicant will coordinate services and meet applicable performance requirements. Be sure to address an innovative regional approach to all required program elements identified in the RFP.

Click or tap here to enter text.

7C. Business Services and Rapid Response

Describe the regional employer engagement strategy and how the applicant will coordinate with the NTWDB, PA CareerLink®, Business Services Team, employers and economic/workforce development partners. Address employer outreach, networking and education; connecting businesses to workforce resources; recruiting and referring qualified candidates; using labor market and workforce trend information; identifying workforce challenges; and developing solutions.

Describe the approach to work-based learning and employer-connected models, including OJT, incumbent worker training, apprenticeships and other appropriate opportunities. Identify staff designated to participate in the Business Services Team, regional industry partnerships and business alliances, and explain how employer relationships and services will be coordinated across all five counties.

Explain how the applicant will coordinate services and meet applicable performance requirements. Be sure to address an innovative regional approach to all required program elements identified in the RFP.

Click or tap here to enter text.

7D. Young Adult / LAUNCH! Your Success (WIOA Youth and TANF YDP)

Describe the integrated youth service model for eligible in-school and out-of-school youth, including recruitment and engagement of youth who are disconnected or at risk of disconnection. Explain how eligibility will be determined and documented under WIOA and TANF YDP requirements, as applicable, and how the model will address youth-specific barriers and circumstances.

Describe how the applicant will implement all 14 WIOA youth program elements for eligible youth. Identify how youth will access work-based learning and opportunities leading to high-priority occupations, credentials, employment and postsecondary education.

Explain the proposed approach to paid and unpaid work experiences, employer engagement, school/CTE/postsecondary partnerships, supportive services, youth incentives where allowable, and Phase II follow-up. Describe how youth progress, ISS goals, required elements, placement and retention will be monitored.

Explain how the applicant will coordinate services and meet applicable performance requirements. Be sure to address an innovative regional approach to all required program elements identified in the RFP.

Click or tap here to enter text.

7E. EARN / SNAP

Describe how the applicant will coordinate with County Assistance Offices (CAOs), including referrals and reverse referrals (PA 1951), and serve eligible TANF, ETANF, SNAP and Family Works Initiative participants as described in the RFP.

Explain your approach to conducting comprehensive participant and household assessments, identifying employment barriers, developing individualized service plans that address participant needs, goals and pathways to self-sufficiency.

Describe your procedures for ensuring new EARN Case Manager training, compliance with EARN/SNAP program requirements, including monitoring and documenting participant attendance and required weekly participation hours. Include methods for ongoing case management and client engagement.

Describe how you will prepare participants for employment and connect them to meaningful career opportunities. Include your approach to work readiness, job search, job placement, job retention, short-term training, credential attainment, work-based learning, and career advancement.

Explain how the applicant will coordinate services and ensure consistent service delivery while remaining responsive to different client needs, resources and partnerships within each county. Explain how the applicant will meet applicable performance requirements. Be sure to address an innovative regional approach to all required program elements identified in the RFP.

Click or tap here to enter text.

8. Employer, Education, and Community Partnerships

Identify key employers, education and training institutions, PA CareerLink® partners, CAOs, community-based organizations, human service agencies, economic development organizations, and other partners. Describe each partner's role, referral process, resource contribution and how the relationship will support the regional service model. Attach letters of support or commitment where available. Identify how the applicant will coordinate rather than duplicate partner services.

Click or tap here to enter text.

9. Performance Management, Data and Continuous Improvement

Describe the internal system for tracking fiscal and program performance standards. Explain how supervisors will ensure data accuracy and timeliness, identify performance gaps, implement corrective action and report progress to NTRPDC and NTWDB. Outline methods for ongoing staff training; securing digital records; validation and monitoring readiness; and the ability to provide reports and supporting documentation.

Address the relevant primary and secondary performance measures for Adult, Dislocated Worker, Youth/LAUNCH! and EARN/SNAP. Describe how participant and employer stories, challenges and customer satisfaction will be captured and used for continuous improvement.

Click or tap here to enter text.

10. Fiscal Management and Internal Controls

Describe fiscal and administrative controls in place within your organization to properly manage these funds and provide required budget and project performance reporting. Explain the organization's ability to pay allowable costs before reimbursement. Address subcontractor monitoring and cost schedules, if applicable.

Click or tap here to enter text.

11. Implementation Timeline and Start-Up

Provide a high-level timeline for transition, staffing, partner coordination, site arrangements, technology/CWDS access, outreach, enrollment and full-service implementation beginning July 1, 2027. Identify key milestones, responsible staff and any start-up risks or dependencies.

Click or tap here to enter text.

EXHIBIT A-4 – ORGANIZATIONAL INFORMATION AND REQUIRED ATTACHMENTS

Attach one complete set of organizational documents. Check each item included with the proposal.

A. Minimum Qualification and Organizational Documents

☐ Current SAM.gov registration / Unique Entity ID and eligibility confirmation

☐ FEIN/EIN documentation and current IRS Form W-9

☐ Proof of required insurance, including general liability and workers' compensation

☐ Organizational chart identifying governance, management and program oversight

☐ List of key personnel who will execute and manage funded activities, with education, experience, qualifications and proposed roles

☐ Resumes or CVs for key personnel as applicable

☐ Description of financial resources/stability and fiscal/administrative capacity

B. Program and Service Delivery Attachments

☐ Supplemental: This should include any supplementary documents that the applicant may deem necessary that is not included in the submitted RFP Application. These documents can include but are not limited to the following:

- Organizational Experience and Technical Competence
- Program Description, Design, Service Schedule, or Outline
- Demonstrated Performance History and Ability to Meet Goals

C. Budgetary Documents

☐ Budgetary Documents: This should include but is not limited to the following:

- Excel Line-Item Budget form

D. Required RFP Assurances and Certifications

☐ Signed Assurance Forms and Certifications Including:

- A – Administrative Assurances Chart
- B – Contractual Assurances Chart
- C - NTRPDC Required Certifications
- D - Certification Regarding Debarment

EXHIBIT A-5 – ACKNOWLEDGEMENT AND CERTIFICATION

I, the undersigned, certify that I am authorized to submit this proposal on behalf of the applicant organization; that the information provided in this application and all attachments is true, accurate and complete to the best of my knowledge; and that the organization has reviewed the RFP and understands the requirements, terms and conditions.

I further acknowledge that:

• The proposal is a commitment to provide all required program components throughout Bradford, Sullivan, Susquehanna, Tioga and Wyoming Counties; no partial program or county proposal is being submitted.

• The applicant has reviewed the RFP, including its scope of work, minimum qualifications, evaluation criteria, terms and conditions, appendices and required assurances.

• Any proposal information, including program offerings, service design, staffing, budgets, deliverables and performance commitments, may be incorporated into a resulting contract.

• The final award, funding level, service levels and contract terms are subject to funding availability, evaluation, negotiation and execution of a written agreement.

• Contracts are cost-reimbursement; only actual allowable expenses incurred during the effective contract period will be reimbursed, subject to required documentation and applicable requirements.

Authorized Organization Representative	Response
Electronic Signature	
Printed Name	
Title	
Organization	
Date Signed	

Submission Reminder

Before submission, confirm that the proposal includes the completed application, required narrative (within the 25-page limit (11-point Arial), excluding cover letter, table of contents and attachments), required organizational documents, staff qualifications, W-9, and all required signed appendices/certifications. Submit through the designated NTRPDC OneDrive Northern Tier RFP by the proposal deadline stated in the RFP.