



425 Old Kersey Road • Kersey PA 15846

Workforce Solutions for North Central Pennsylvania/North Central Workforce Development Board Request for Quotes for Mentoring Services

Workforce Solutions for North Central Pennsylvania (North Central Workforce Development Board) referred to as Workforce Solutions throughout the remainder of this document is currently seeking quotes for mentoring services for at risk individuals ages 16-24. At risk, for the sake of this RFQ, includes those involved in the judicial system, previously incarcerated, affected by the opioid crisis and / or those with substance use disorder. The goal of this mentoring service is to help ensure positive outcomes for youth leading to successful completion of job training and job placement. Mentoring services will be provided to at least 25 identified participants.

Responses to this RFQ are due by 3:00 pm on Friday, **December 15, 2023.**

Questions regarding this RFQ will be accepted until Monday, November 27, 2023 and should be directed to Donna Hottel at dhottel@ncwdb.org. Responses to all questions will be compiled and sent to all inquirers on Wednesday, November 29, 2023.

Electronic submissions of the detailed quotes are required and should be submitted to dhottel@ncwdb.org with "RFQ Submission for Mentoring Services" in the subject line.

Bidders must follow exactly, and be responsive to ALL requirements of this RFQ. It is the bidders' responsibility to provide all specified materials in the required form and format contained in this request for quote.

Workforce Solutions, in soliciting request for quotes/proposals, shall not discriminate against any person or organization submitting a response pursuant to this Request for Quote/Proposal because of race, color, creed, religion, sex, sexual orientation, age, disability, ethnic group, national origin, or other basis prohibited by law.

Background – WIOA:

WIOA sets parameters from state, regional, and local workforce development systems throughout the country, mandating resource sharing and alignment of priorities across multiple systems, programs, partners, and providers to ensure a skilled workforce today and in the future. As described in the Commonwealth's WIOA Combined State Plan, workforce development systems in Pennsylvania will invest in innovation, employer engagement, accountability structures, and improved data to create a comprehensive workforce development system consistent with the governor's strategic vision.

Workforce Solutions is responsible for oversight of the workforce system in the North Central region of PA which includes the counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter. Workforce Solutions is a workforce intermediary whose Vision Statement reads: Workforce Solutions will be a strategic workforce development leader focused on promoting economic prosperity and self-sufficiency of individuals by creating a workforce that is competitive in the global marketplace. Workforce Solutions Mission Statement reads: Workforce Solutions serves as the premier facilitator of an innovative workforce development system that meets the changing human capital needs of our employers and provides resources for our job seekers that maximizes their career potential and focuses on the customer's needs.

Summary:

With this RFQ, Workforce Solutions seeks to provide funding to support mentoring services to assist with our Youth Reentry grant and ARC INSPIRE grant projects in the North Central PA region (Counties of Cameron, Clearfield, Elk, Jefferson, McKean and Potter). Collaboration with PA CareerLink® centers will be required. Workforce Solutions will work with the selected vendor to establish a referral process with the appropriate staff at the PA CareerLink centers in our region.

Specific Request Requirements:

The Mentoring Services proposal must:

- Outline the requirements to participate in the program/Structure of program
- Include specific mentor activities and guidelines
- Describe how youth will be matched to mentors (if applicable)
- Detail the mentoring process
- Include confidentiality rules
- Define how results will be evaluated

Response Format (minimum requirements)

For ease and efficiency of review, Workforce Solutions has specified the numbering protocol for bidders. Please follow this numbering protocol exactly, and do not re-number, insert numbers, or otherwise modify the sequence.

1. Agency Profile and Qualifications

- a. Name of agency, contact person, and contact information: Provide address, telephone, mobile telephone number, e-mail address, and web address, as applicable.
- b. Provide a brief description of your agency including the number of employees, expertise areas and any certifications held that demonstrate your ability to provide mentoring services to the identified populations.

2. Experience and ability to perform this work

- a. Provide your experiences with and knowledge of mentoring individuals as well as provide your qualifications to provide mentoring services.
- b. Provide examples of relevant work and / or case studies.

3. Mentoring Services

- a. Describe in detail the mentoring services that you will provide to include one-on-one, group and peer mentoring to individuals aged 16 – 24 who are at risk. Include intake process and how relationships will be built to ensure mutual trust, guidance and growth. Please note that Workforce Solutions will work with the awarded agency to develop a referral process
- b. Describe the curriculum, course outline(s), activities, program length, hours of service, etc. for the specific target group, as applicable.
- c. Detail your knowledge of available resources to alleviate the barriers the targeted population face such as access to housing, food, healthcare, clothing, education, and employment. Also include legal, mental health and addiction treatment services as well as how to assist with documentation needs such as driver's license, social security card, and birth certificate.
- d. Detail how the program will define success/how results will be evaluated.

3. Budget

Provide a budget including the major areas of expense. A maximum award amount has not been identified. We prefer to evaluate based on the cost you have determined. Upon award an introductory meeting will be held with all relevant parties.

4. Timeline

The initial performance timeline for this funding is from January 15, 2024 through December 31, 2024 with the possibility of renewal through June 30, 2025 and beyond depending on the success of the program as well as the availability of funding.

Evaluation Criteria

CRITERIA	POINTS
Agency Profile and Qualification	10
Experience and ability to perform this work	20
Mentoring Program	50
Budget	10
Timeline	10

Award

Workforce Solutions reserves the right to determine the timing of the start of any work described above, to not proceed with some or all of the work, and to contract with more than one vendor for services described within this RFQ. Workforce Solutions reserves the right not to award a contract for the RFQ and will not reimburse the cost incurred by bidders who respond to this notice. If awarded, a contractual agreement will be entered into between the qualified provider and Workforce Solutions.

Funding Information: <https://www.workforcesolutionspa.com/categories/resources/pages/stevens-amendment>

Auxiliary Aids and Services are available upon request to individuals with disabilities.

Equal Opportunity Employer/Program