

REQUEST FOR APPLICATIONS FOR

Youth Mentoring Program – Regions 1, 4 & 5

ISSUING OFFICE

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Procurement & Contract Management
Room 832 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**

RFA NUMBER

11-22

DATE OF ISSUANCE

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**REQUEST FOR APPLICATIONS FOR
YOUTH MENTORING PROGRAM**

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CALENDAR OF EVENTS

The Commonwealth will make every effort to adhere to the following schedule:

Activity	Responsibility	Date
Deadline to submit Questions via email to: RA-pwrfaquestions@pa.gov	Potential Applicants	June 24, 2022 12:00 P.M. EST
Answers to Potential Applicant questions posted to the Department of General Services (“DGS”) website (http://www.emarketplace.state.pa.us) no later than this date.	Issuing Office	July 1, 2022
Please monitor website for all communications regarding the RFA.	Potential Applicants	On-going
Applications must be received by the Issuing Office at: RA-PWRFAQUESTIONS@PA.GOV	Applicants	July 18, 2022 12:00 P.M. EST

PART I

GENERAL INFORMATION

- I-1. Purpose.** This Request for Applications (“RFA”) provides to those interested in submitting applications for the subject procurement (“Applicants”) sufficient information to enable them to prepare and submit applications for the Department of Human Services’ (“DHS” or “Department”) consideration on behalf of the Commonwealth of Pennsylvania (“Commonwealth”) to satisfy a need for **Youth Mentoring Program** (“Project”). This RFA contains instructions governing the requested applications, including the requirements for the information to be included; a description of the services to be provided; requirements which Applicants must meet to be eligible for consideration; general evaluation criteria; and other requirements specific to this RFA.
- I-2. Issuing Office.** The Department’s Office of Administration, Bureau of Procurement and Contract Management (“Issuing Office”) has issued this RFA on behalf of the Commonwealth. The sole point of contact in the Commonwealth for this RFA shall be Holly Zeiders, the Issuing Officer. Please submit all inquiries to the Issuing Officer via email at RA-PWRFAQUESTIONS@PA.GOV.
- I-3. Overview of Project.** The Refugee Support Services set-aside program, Youth Mentoring, is accepting applications for service programs to benefit refugee youth. Funding for these services will be provided by the Office of Refugee Resettlement (“ORR”) in the manner prescribed by ORR for this federally funded, state administered program as follows:

The ORR within the U.S. Department of Health and Human Services (“DHHS”) provides funding to states to help refugees and other qualifying refugee immigrant populations as authorized by section 411 of the Immigration and Nationality Act (“Act”), 8 U.S.C. § 1521. The Department operates the state Refugee Resettlement Program (“RRP”) in accordance with Section 412(a) of the Act, 8 U.S.C. § 1522(a), and the requirements outlined in 45 C.F.R. Part 400, Refugee Resettlement Program.

DHS’s Bureau of Employment Programs operates the Pennsylvania Refugee Resettlement Program (“PA RRP”), which coordinates all refugee programs through grant agreements with state and community agencies in Pennsylvania. DHS has designated five primary service regions in the Commonwealth to work in tandem with refugee resettlement agencies. DHS is accepting applications for three of the five service regions, which comprise the following areas:

- Region 1 – Allegheny, Beaver, Washington, and Westmoreland Counties
- Region 4 – Allentown/Scranton area, which includes Lehigh and Lackawanna Counties
- Region 5 – Erie County

Applicants may propose to provide services in other counties not mentioned above but must document the presence of eligible populations and provide justification for the

inclusion. DHS grant awards will be distributed on a cost reimbursement basis to selected Applicants who will provide services in locations where both a demonstrated need for such services and a confirmed target population to be served exist.

I-4. Objectives.

Background:

Many refugee youth and young adults arrive to the United States after long periods of displacement in or near conflict zones. As a result, they have often suffered or witnessed trauma, been victims of violence, and experienced the loss of or separation from family members, homes, and their communities. These youth arrive with unique and individual strengths, aspirations, and desires for the future. However, the nature of their refugee experience can hinder integration into their resettlement community. Also, youth may arrive to the United States with limited English proficiency and few supportive social or family connections.

Without adequate social, emotional, educational, and vocational support to facilitate integration into their unfamiliar new communities, some refugee youth become disillusioned about their prospects for happiness and self-sufficiency. These youth are at increased risk for developing depression, social isolation, and maladaptive coping mechanisms.

Connecting refugee youth to concerned, enthusiastic support for an extended period of time has proven to be the cornerstone of care needed to build a revised identity as a new American. Youth with such support are more likely to fashion fulfilling new roles in their communities. Support with establishing and maintaining educational and career goals puts them on their way to rewarding and productive adult lives, while also drawing on the resilience, determination, hope, and tenacity that are hallmarks of every refugee experience.

A. General. The objective of this RFA is to select applicants who: (1) help eligible refugee youth and other ORR-eligible populations achieve positive civic and social engagement and (2) provide support to eligible refugee youth and other ORR-eligible populations in their individual educational and vocational advancement. An applicant's top priority should be serving youth who have been in the United States for less than one year, where the needs for additional social, educational, vocational, and emotional support are more immediate. Applicants may also serve youth within the first five years of their arrival. Overall objectives include:

1. Development of social and life skills;
2. Helping youth learn about culture in the United States while maintaining and celebrating the youth's cultural heritage;
3. Providing opportunities for social engagement with peers;
4. Providing information about opportunities to participate in civic and community services activities;
5. Supporting youth in learning English, math, and other academic skills;

6. Providing academic support such as helping with homework and assisting with transitions in school such as moving between middle and high schools or to tertiary education;
7. Assisting youth with career development including skills building, resume creation, worker's rights, and training opportunities; and
8. Support for youth's development in health and financial literacy.

B. Specific. The Department is seeking Applicants to provide program services to individuals under the PA RRP's Youth Mentoring programs, and funding must be used primarily for the objectives described in General Objectives. More specifically, selected Applicants shall:

1. Perform an initial assessment of the needs and goals of the youth and develop a plan to meet those needs through educational, vocational, and social activities.
2. Provide case management that includes documenting services provided and the progress of each youth toward meeting the youth's need and goals.
3. Recruit and train mentors on how to support refugee youth, ensuring that all potential mentors have been screened – and ruled out - for criminal histories and histories of child abuse.
4. Identify and establish professional relationships with community partners and engage youth in activities that are of further benefit to their advancement.

I-5. Type of Agreement. The Department intends to award multiple grants as the result of this RFA. If the Department enters into agreements as a result of this RFA, these will be cost reimbursement agreement using the Grant Agreement attached to this RFA as **Appendix H**, including the attached Payment Provisions (**Rider 1**), Standard Grant Terms and Conditions (**Rider 4**), the DHS Addendum (**Rider 5**) and its attachments and **Rider 6**, Business Associate Addendum. **Rider 2** Work Statement will consist of this RFA and the selected application and **Rider 3** Budget will consist of the selected Applicant's cost submittal.

I-6. Rejection of Applications. DHS may, in its sole and complete discretion, reject any application received as a result of this RFA.

I-7. Incurring Costs. The Department is not liable for any costs incurred by the Applicant in the preparation and submission of its application, in participating in the RFA process or in anticipation of award of an agreement.

I-8. Questions & Answers. If an Applicant has any questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line "RFA 11-22 Question"**) to the Issuing Officer named in **Part I, Section I-2** of the RFA. If the Applicant has questions, they must be submitted via email **no later than** the date specified

on the Calendar of Events. The Applicant shall not attempt to contact the Issuing Officer by any other means.

When questions are submitted after the deadline date specified in the Calendar of Events, the Issuing Officer *may* respond to questions of an administrative nature by directing the questioning Applicant to specific provisions in the RFA. If DHS decides to respond to a non-administrative question *after* the deadline date for receipt of questions, the answer will be provided to all Applicants through an addendum.

All questions and responses as posted on the DGS website are considered as an addendum to, and part of, this RFA in accordance with RFA **Part I, Section I-9**.

I-9. Addenda to the RFA. If the Department deems it necessary to revise any part of this RFA before the application response date, the Department will post an addendum to the DGS website at <http://www.emarketplace.state.pa.us/Search.aspx>. It is the Applicant's responsibility to periodically check the website for any new information or addenda to the RFA. The Department shall not be bound by any verbal information nor shall it be bound by any written information that is not either contained within the RFA or formally issued as an addendum.

I-10. Response Date. To be considered, Applicants must submit electronic copies of their applications to the Issuing Office no later than the date and time specified in the Calendar of Events. Electronic copies of applications must be submitted to RA-PWRFAQUESTIONS@PA.GOV. The Department will reject unopened, any late applications.

I-11. Application Requirements.

A. Application Submission. Applicants should submit a complete response to this RFA to the Issuing Office, using the format provided in **Part I, Section I-11.B**, providing one copy of the Technical Submittal, and one copy of the Cost Submittal via email to RA-PWRFAQUESTIONS@PA.GOV. The subject line of the email must specify "RFA 11-22 Application." Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format. Any attachments over that limit must be sent via separate emails, with each labeled "RFA 11-22 Application Part X of Y (total number of emails). The electronic response must be in Microsoft Office or Microsoft Office-compatible format; and any spreadsheets must be in Microsoft Excel. If an Applicant designates information as confidential, proprietary or trade secret protected in accordance with **Part 1, Section 1-16** of this RFA, the Applicant must also include one redacted version of the application. Applicants may not lock or protect any cells or tabs.

The Applicant shall make no other distribution of its application to any other Applicant or Commonwealth official or Commonwealth consultant. Each application page should be numbered for ease of reference. An official authorized to bind the Applicant to its provisions must sign the application. If the official signs the Application Cover

Sheet (**Appendix A**) and the Application Cover Sheet is attached to the Applicant's application, this requirement will be met. For this RFA, the application must remain valid for **120** days or until an agreement is fully executed. If the Department selects the Applicant's application for award, the contents of the selected Applicant's application will become, except to the extent the contents are changed through Best and Final Offers or negotiations, grant obligations.

Each Applicant submitting an application specifically waives any right to withdraw or modify it, except that the Applicant may withdraw its application by written notice received at the Department's address for application delivery prior to the exact hour and date specified for application receipt. An Applicant may modify its submitted application prior to the exact hour and date set for application receipt only by submitting a new sealed application or sealed modification which complies with the RFA requirements.

B. Application Format. Applicants should submit their applications in the format, including heading descriptions, outlined below. To be considered, the application should respond to all application requirements. Applicants should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix. All cost data should be kept separate from and not included in the Technical Submittal. Applicants should not reiterate technical information in the Cost Submittal. Applicants may submit Applications for more than one Region; however, each Region must be submitted as a separate Application. Each application shall consist of the following submittals.

1. Technical Submittal, consisting of the following:

- a.** Applicants must format their responses as outlined in **Part III** and address all requirements of **Part III**. The Technical Submittal must include the following:
 - i.** Application Cover Sheet (**Appendix A**)
 - ii.** Table of Contents
 - iii.** Project Summary (1-page limit)
 - iv.** Application Submission
 - v.** Project Narrative, which consists of the following sections (40-page limit)
 - (a)** Need for Assistance and Objectives
 - (b)** Geographic Coverage
 - (c)** Expected Outcomes
 - (d)** Approach
 - (e)** Timeline and Milestones
 - (f)** Project Performance Monitoring and Evaluation Plan
 - (g)** Organizational Profile
 - (h)** Plan for Protection of Sensitive and/or Confidential Information
 - (i)** Logic Model
- b.** Complete, sign and include **Attachment L – Lobbying Certification Form** and, if needed, the **Disclosure of Lobbying Activities**; and

- c. Complete, sign and include **Appendix D – Federal Funding Accountability and Transparency Act.**
 - d. Complete, sign and include **Appendix I, Worker Protection and Investment Certification Form.**
2. Cost Submittal, in response to **Part IV** of this RFA.

Applications should adhere to the following format:

- a. Pages should be 8.5 by 11 inches with right and left margins of one inch and be double-spaced.
- b. Arial or Times New Roman font with a type size of 12.
- c. Tab and Section headings, shown in this **Part I, Section I-11**, must be used.
- d. Include a page number and identification of the Applicant in the page footer of each page.
- e. Applicant should specifically reference materials provided in any appendix by page numbers in the body of the application.
- f. Exceptions for paper and font size are permissible for project schedule (Microsoft Project) or for graphical exhibits and materials in appendices.

The Department may request additional information, which, in the Department's opinion, is necessary to ensure that the Applicant's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFA.

The Department may make investigations as deemed necessary to determine the ability of the Applicant to perform the Project, and the Applicant shall furnish all requested information and data. The Department may reject any application if the evidence submitted by, or investigation of, such Applicant fails to satisfy the Department that the Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

- I-12. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet requirements of the RFA.
- I-13. Alternate Applications.** The Department has identified the basic approach to meeting its requirements, allowing Applicants to be creative and propose their best solution to meeting these requirements. The Department will not accept alternate applications.
- I-14. Discussions for Clarification.** Applicants may be required to make an oral or written clarification of their applications to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarification. Clarifications may occur at any stage of the evaluation and selection process, prior to the award of an agreement.

I-15. Prime Applicant Responsibilities. The grant will require the selected Applicant to be responsible for all services offered in its application whether it produces them itself or by sub-grant. The Department will consider the selected Applicants to be the sole points of contact for all agreement matters.

I-16. Application Contents.

- A. Confidential Information.** The Commonwealth is not requesting, and does not require, confidential proprietary information or trade secrets to be included as part of Applicants' submissions to evaluate applications. Except as provided, Applicants should not label applications as confidential or proprietary or trade secret protected. Any Applicant who determines that it must divulge such information as part of its application must submit a signed written statement described in Subsection C and must provide a redacted version of its application in accordance with **Part I, Section I-11** of this RFA, which removes only the confidential proprietary information and trade secrets, for required public disclosure purposes.
- B. Commonwealth Use.** All material submitted with the application shall be considered the property of the Commonwealth and may be returned only at the Department's option. The Commonwealth has the right to use any or all ideas not protected by intellectual property rights that are presented in any application regardless of whether the application becomes part of a grant. Notwithstanding any copyright designations, the Commonwealth shall have the right to make copies and distribute applications internally and to comply with public record or other disclosure requirements under the provisions of any Commonwealth or United States statute or regulation, or rule or order of any court of competent jurisdiction.
- C. Public Disclosure.** After the award of a grant pursuant to this RFA, all application submissions are subject to disclosure in response to a request for public records made under the Pennsylvania Right-to-Know-Law, 65 P.S. § 67.101, et seq. If an application submission contains confidential proprietary information or trade secrets, a signed written statement to this effect must be provided with the submission in accordance with 65 P.S. § 67.707(b) for the information to be considered exempt under 65 P.S. § 67.708(b)(11) from public records requests. Refer to **Appendix C** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement, if applicable.

I-17. Best and Final Offers ("BAFOs").

- A.** While not required, the Department may conduct discussions with Applicants for the purpose of obtaining BAFOs. To obtain BAFOs, the Department may do one or more of the following, in any combination and order:

 - 1.** Schedule oral presentations;
 - 2.** Request revised applications; and

3. Enter into pre-selection negotiations.

B. The following Applicants will **not** be invited by the Department to submit a BAFO:

1. Those Applicants, which the Department has determined to be not responsible or whose applications the Department has determined to be not responsive.
2. Those Applicants whose raw score for their Technical Submittal is less than 75% of the total amount of raw technical points allotted to the technical criterion.

The Department may further limit participation in the BAFOs process to those Applicants that the Department has, within its discretion, determined to be within the top competitive range of responsive applications.

C. The Evaluation Criteria set forth in this RFA, shall also be used to evaluate the BAFOs.

D. Price reductions offered shall have no effect upon the Applicant's Technical Submittal.

I-18. News Releases. Applicants shall not issue news releases, Internet postings, advertisements or any other public communications pertaining to this Project without prior written approval of DHS, and then only in coordination with DHS.

I-19. Restriction of Contact. From the issue date of this RFA until the Department selects applications for award, the Issuing Officer is the sole point of contact concerning this RFA. Any violation of this condition may be cause for the Department to reject the offending Applicant's application. If DHS later discovers that the Applicant has engaged in any violations of this condition, DHS may reject the offending Applicant's application or rescind its grant award. Applicants shall not distribute any part of their applications beyond DHS. An Applicant who shares information contained in its application with other Commonwealth personnel and/or competing Applicant personnel may be disqualified.

I-20. DHS Participation. Applicants shall provide all services, supplies, facilities, and other support necessary to complete the Project. The selected Applicants will have access to a Human Services Program Specialist ("HSPS"). This HSPS will be the selected Applicant's primary contact and resource for issues related to the PA RRP as well as any general questions.

I-21. Term of Agreement. The term of the agreement will commence on the Effective Date and will end on September 30, 2023. Subject to the performance of a selected Applicant and other considerations, DHS may renew the Agreement on the same terms and conditions for up to four additional one-year periods. DHS will fix the Effective Date after a grant has been fully executed by the selected Applicant and by the Commonwealth and all approvals required by Commonwealth grant procedures have been obtained. The selected Applicant shall not start the performance of any work prior to the Effective Date of the Agreement and the Commonwealth shall not be liable to pay the selected Applicant for any service or work performed or expenses incurred before the Effective Date of the Agreement.

I-22. Applicant's Representations and Authorizations. By submitting its application, each Applicant understands, represents, and acknowledges that:

- A.** All Applicant's information and representations in the application are material and important, and the Department will rely upon the contents of the application in awarding the agreement. The Commonwealth may treat any misstatement, omission, or misrepresentation as fraudulent concealment of the true facts relating to the application submission, punishable pursuant to 18 Pa. C.S. § 4904.
- B.** The Applicant has arrived at the price(s) and amounts in its application independently and without consultation, communication, or agreement with any other Applicant or potential Applicant.
- C.** The Applicant has not disclosed the price, the amount of the application, nor the approximate price or amount of its application to any other firm or person who is an Applicant or potential applicant for this RFA, and the Applicant shall not disclose any of these items on or before the application submission deadline specified in the Calendar of Events of this RFA.
- D.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application for this agreement, or to submit an application higher than this application, or to submit any intentionally high or noncompetitive application or other form of complementary application.
- E.** The Applicant makes its application in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive application.
- F.** To the best knowledge of the person signing the application for the Applicant, the Applicant, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last **four** years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public agreement, except as the Applicant has disclosed in its application.
- G.** To the best of the knowledge of the person signing the application for the Applicant and except as the Applicant has otherwise disclosed in its application, the Applicant has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal.
- H.** The Applicant is not currently under suspension or debarment by the Commonwealth, any other state or the federal government, and if the Applicant cannot so certify, then it shall submit along with its application a written explanation of why it cannot make such certification.

- I. The Applicant has not made, under separate contract with the Department, any recommendations to the Department concerning the need for the services described in its application or the specifications for the services described in the application.
 - J. Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Commonwealth information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
 - K. Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, there is no legal and valid agreement, in law or in equity, and the Applicant shall not begin to perform.
 - L. The Applicant is not currently engaged and will not during the duration of the agreement engage, in a boycott of a person or an entity based in or doing business with a jurisdiction which the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.
- I-23. Notification of Selection.** The Department will notify each Applicant of its selection or non-selection for negotiations and grant award.
- I-24. Use of Electronic Versions of this RFA.** This RFA is being made available by electronic means. If an Applicant electronically accepts the RFA, the Applicant accepts full responsibility to ensure that no changes are made to the RFA. In the event of a conflict between a version of the RFA in the Applicant's possession and DHS's version of the RFA, the Department's version shall govern.

PART II
CRITERIA FOR SELECTION

II-1. Mandatory Responsiveness Requirements. To be eligible for selection, an application must:

- A. Be timely received from an Applicant (see **Part I, Section I-10**); and
- B. Be properly signed by the Applicant (see **Part I, Section I-11.A**).

II-2. Technical Nonconforming Applications. The two Mandatory Responsiveness Requirements set forth in **Section II-1** above are the only RFA requirements that the Commonwealth will consider to be *non-waivable*. The Department, may, in its sole discretion, (1) waive any other technical or immaterial nonconformities in an Applicant's application, (2) allow the Applicant to cure the nonconformity, or (3) consider the nonconformity in the scoring of the Applicant's application.

II-3. Evaluation. The Department has selected a committee of qualified personnel to review and evaluate timely submitted applications. The Department will notify in writing of its selection for grant award those responsible Applicants whose applications are determined to be the most advantageous to the Commonwealth as determined by the Department after taking into consideration all the evaluation factors. The Department will separately evaluate applications for each region.

II-4. Evaluation Criteria. The following criteria will be used in evaluating each application:

- A. **Technical:** The Department has established the weight for the Technical criterion for this RFA as **75%** of the total points. Evaluation will be based upon the following:
 - Objectives and Need for Assistance (100 points)
 - Geographic Coverage (25 points)
 - Expected Outcomes (100 points)
 - Approach (300 points)
 - Timeline and Milestones (100 points)
 - Project Performance Monitoring and Evaluation Plan (30 points)
 - Organizational Profile (30 points)
 - Plan for Protection of Sensitive and/or Confidential Information (15 points)
 - Logic Model (50 points)

The final Technical scores are determined by giving the maximum number of technical points available to the application with the highest raw technical score. The remaining applications are rated by applying the following Technical formula:

https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

- B. Cost:** The Department has established the weight for the Cost criterion for this RFA as **twenty-five percent (25%)** of the total points. The cost criterion is rated by giving the application with the lowest total cost the maximum number of Cost points available. The remaining applications are rated by applying the following Cost Formula:

https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Resources/Pages/RFP_SCORING_FORMULA.aspx

- II-5. Applicant Responsibility.** To be responsible, an Applicant must submit a responsive application and possess the capability to fully perform the agreement requirements in all respects and the integrity and reliability to assure good faith performance of the agreement.

For an Applicant to be considered responsible for this RFA and therefore eligible for selection for BAFO or selection for negotiations, the total raw score for the Technical Submittal of the Applicant's application must be greater than or equal to **75%** of the **available raw technical points**.

Further, the Department will award an agreement only to an Applicant determined to be responsible in accordance with the most current version of Commonwealth Management Directive 215.9, Contractor Responsibility Program.

II-6. Final Ranking and Award.

- A.** DHS, in its sole discretion, may undertake negotiations with Applicants whose applications, in the judgment of the Department, show them to be qualified, responsible and capable of performing the Project.
- B.** The Department will award an agreement to one qualified Applicant per region who has the highest score resulting from the application review process.
- C.** The Department will distribute funds to Applicants with regard given to the projected size of eligible refugee populations within their respective communities.
- D.** The Department anticipates that the following approximate amounts will be available for the designated service areas, based on historical funding and refugee arrival data:
- Region 1 –\$38,726
 - Region 4 –\$15,444
 - Region 5 –\$34,163

Total Federal Funding: \$88,333

- E.** The awarding of funds is contingent on continued ORR funding.

PART III

TECHNICAL SUBMITTAL

III-1. Nature and Scope. The Department's goal is to disburse available funds to Applicants that effectively administer quality projects, that achieve results that meet the goals of the overall program, and that can detail collaborative efforts with other partners with consideration given to the empowerment of refugee community groups through cooperative endeavors. With federal reductions a more common occurrence, Applicants are encouraged to seek additional sources of funding, and collaborate and coordinate services with other agencies to optimize the use of ORR funds.

III-2. Application Submission.

Applicants may submit an application to provide services as a regional service provider in one or more regions that focuses on serving refugee and other ORR eligible populations within a primary service region described in **Section I-3**. Applicants must submit a separate application for each region in which they wish to provide services.

Applicants must identify the location of services, providing justification if services will be offered outside of the identified regions outlined in **Part I, Section I-3** of this RFA.

III-3. Requirements.

A. General Requirements.

1. The selected Applicant must comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d by providing all persons with limited English proficiency with meaningful access to its services, including but not limited to the translation of material into other languages, as identified in collaboration with DHS Office of Income Maintenance.
2. The selected Applicant must comply with all federal and state laws related to the use and disclosure of information, including information that constitutes Protected Health Information as defined by the Health Insurance Portability and Accountability Act ("HIPAA") and its regulations. The selected Applicant must also comply with the Business Associate Addendum, **Rider 6**.
3. The selected Applicant shall require the submission of Criminal History and Child Abuse Background Checks for individuals working as volunteers or employees whose duties involve direct contact with children. The selected Applicant shall maintain an original copy of the required information. In no case shall the selected Applicant hire or maintain a volunteer or an employee where the Commonwealth has verified that the volunteer or employee is named in the central registry as the

perpetrator of a founded report of child abuse or if their criminal history record information precludes their employment by law.

4. The selected Applicant is responsible for following record retention procedures for all applicable federal, state, and local government agencies.
 5. The selected Applicant must establish and maintain all archived files in an accurate, secure and confidential manner and for the required period of time, as mandated by applicable federal, state, and local rules and regulations. Client information that is being maintained for audit and is not in active use, must be stored in a secure manner. Stored files must be kept in a dry, secure location and marked such that client information can easily be retrieved if necessary. Unless otherwise directed, grantees must store all program-related material for seven years or until audited. When disposing of client-related information, the documents must be appropriately destroyed.
- B. Monitoring Requirements.** For those services included in its application, a selected Applicant must comply with all federal and state programmatic monitoring requirements, including 45 CFR § 400.28 relating to maintenance of records and reports and the **RRP State Plan (Appendix B)**, as well as 45 CFR Part D § 75.301 Performance Measurement.

At a minimum, PA RRP staff will monitor the selected Applicant on an annual basis by the end of the federal fiscal year. PA RRP will review case records and reports and will conduct staff and client interviews and home visits, if deemed necessary.

- C. Federal Eligibility Requirements.** The selected Applicant must comply with all federal eligibility requirements applicable to the services included in its application. Eligibility for refugee funding is limited to a person who is a refugee or entrant as defined by the ORR in 45 CFR §§ 400.40-400.44 Immigration Status and Identification of Refugees; ORR State Letter #10-02; and ORR State Letter #01-13 if any of the following are met:

- Paroled as a refugee or asylee under section 212(d)(5) of the Act (8 U.S.C. § 1182(d)(5));
- Admitted as a refugee under section 207 of the Act (8 U.S.C. § 1157);
- Granted asylum under section 208 of the Act (8 U.S.C. § 1158);
- Cuban and Haitian entrants, in accordance with requirements in 45 CFR Part 401 Cuban/Haitian Entrant Program;
- Certain Amerasians from Vietnam who are admitted to the U.S. as immigrants pursuant to section 584 of the Foreign Operations, Export Financing, and Related Programs Appropriations Act of 1988 (P.L. 100–202) and amended by the 9th proviso under Migration and Refugee Assistance in title II of the Foreign Operations, Export Financing, and Related Programs Appropriations Acts of 1989 (P.L. 100–461 as amended);

- Admitted for permanent residence, provided the individual previously held one of the statuses identified;
- Special immigrants of Iraqi or Afghan nationality; and
- Certified Victims of Trafficking.

Applicants should prioritize services to youth who have been in the United States for one year or less, however eligible individuals between the ages of 15-24 who may require additional social, academic, vocational, or emotional support may receive services within the first five years post-arrival. DHS anticipates that most new arrivals to Pennsylvania in the next federal fiscal year will continue to come from the Democratic Republic of the Congo, Ukraine, Bhutan/Nepal, Cuba, Iraq, Afghanistan, Somalia, and Syria. Selected Applicants must be able to serve these populations as well as all new arrival groups.

D. Lobbying Certification and Disclosure of Lobbying Activities. This Project will be funded, in whole or in part, with federal monies. Public Law 101-121, Section 319, prohibits federal funds from being expended by the recipient or by any lower tier sub-recipients of a federal contract, grant, loan, or a cooperative agreement to pay any person for influencing, or attempting to influence a federal agency or Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, or entering into any cooperative agreement. All parties who submit applications in response to this RFA must sign the “Lobbying Certification Form,” (attached as **Attachment L**, and if applicable, complete the “Disclosure of Lobbying Activities” form (attached as **Attachment L**). The signed form(s) must be included in the Technical Submittal.

E. Worker Protection and Investment. Pursuant to Executive Order 2021-06, *Worker Protection and Investment* (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) and submitted with the application. This form is attached as **Appendix I**.

III-4. Tasks. The selected Applicant shall:

- A. Prioritize services to youth who have been in the United States for less than one year and youth that need added social, academic, vocational, and emotional support.
- B. Review immigration documentation and screen youth to determine eligibility for services.
- C. Perform an initial assessment of the needs and goals of the youth and develop a personalized goal plan to meet those needs through educational, vocational, and social activities.

- D.** If providing English as a Second Language (“ESL”) based services, provide these services to the greatest extent possible in multiple sites and at accessible times to promote easy access to refugee youth.
- Determine both the English oral and written language level for each youth, utilizing a standardized assessment test, and use the results to formulate the best possible tool for the youth’s inclusion.
 - Use ESL services to meet the educational, vocational, and social activities identified by the youth. Though not a primary priority, life skills topics may be included in the curriculum for new arrivals.
- E.** Prevent duplication of services through formalized collaboration and cooperation. Applicants must identify how they will collaborate with the local resettlement and other agencies that provide services to refugees to provide seamless, coordinated services that are not duplicative and lead to the betterment of participating youth.
- F.** Reflect the ethnic diversity of youth as reflected in the changing demography of the refugee population.
- G.** Provide case management services to the maximum extent feasible in a manner that is culturally and linguistically compatible with a youth’s language and cultural background.
- H.** Provide services to the maximum extent feasible in a manner that includes the use of bilingual and bicultural women on staff to provide adequate service access to refugee young women.
- I.** Participate in the local refugee quarterly consultations conducted by the PA RRP.
- J.** Using the Timeline and Milestones chart as a guide, monitor and assess the success of rendered services and make changes to improve services as needed.
- K.** Maintain an individual case file for each youth. The file must document all services provided from intake until the case is closed. At a minimum, each youth case file must contain the following documents:

Signed Acknowledgement by the youth of:

- Eligibility documentation (issued by the U.S. Department of Homeland Security, U.S. Citizenship and Immigration Services, etc.);
- Declaration of Status;
- Authorization for Release of Information;
- Receipt of Notice of Grievance Procedures;
- Receipt of Notice of Confidentiality;
- Authorization to Document and Release Social Security Number;

Other required inclusions:

- Intake and assessment records;
- Youth’s personalized Goal Plan that includes short and long-term goals for education, vocation, life skills attainment or any combination of these goals;
- Case notes that include the date and identification of author (name or initials), as well as supervisor review and identification (name or initials) every quarter. The federal fiscal year quarters are:
 - Q1 – October 1 through December 31
 - Q2 – January 1 through March 31
 - Q3 – April 1 through June 30
 - Q4 – July 1 through September 30

Additional Inclusions:

- Interpretation/Translation Document (if applicable)
- Record of educational referrals, placements, and follow-ups;
- Documentation of Mentor/Mentee activities;
- Documentation of direct purchases made on behalf of youth, including paying for registration fees or tuition costs for educational, vocational, apprenticeships, and career development activities;
- Copies of certificates and other documentation of receipt of professional recertification;
- Proof of completion or termination of vocational training;
- Copies of any letters, post cards, or other correspondence with youth; and
- Attendance information at Youth Mentoring activities for Refugee Cash Assistance (“RCA”) and TANF youth.

Selected Applicants must keep all documentation with the youth’s signature in the record in paper format but may scan or electronically store all other documentation.

III-5. PROJECT SUMMARY (1-page limit): Provide a brief summary of the Applicant’s proposed project, including a description of the types of services to be provided. The summary must be clear, accurate, concise, and without references to other parts of the application. It must also include the needs to be addressed and the population to be served.

III-6. PROJECT NARRATIVE (40-page limit), consisting of:

A. NEED FOR ASSISTANCE: Clearly identify the youth in the region who are in need of assistance in relation to economic, educational, vocational, social, or any other applicable problems that require a solution. Applicants should demonstrate the need for youth mentoring assistance including the nature and scope of the issues or barriers in the region. Applicants should include or refer to any relevant data based on planning studies or needs assessments in endnotes or footnotes. Incorporating demographic data and participant information is strongly encouraged.

OBJECTIVES FOR ASSISTANCE: Applicants should clearly state the principal and secondary objectives of the proposed project. Applicants should address how the objectives stated relate to the overall purpose of the project and describe how objectives will be achieved.

B. GEOGRAPHIC COVERAGE: Applicant should identify the location of services, as outlined in **Part I, Section I-3** of this RFA.

C. EXPECTED OUTCOMES: Applicants should identify the outcomes to be achieved for the proposed project. Outcomes should relate to the overall objectives as described in **Section I-4** of this RFA.

D. APPROACH: Applicants should:

- Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished.
- Account for all functions or activities identified in the application and address the Requirements and Tasks in **Sections III-3 and 4**.
- Cite obstacles and challenges to accomplishing the goals and explain strategies that will be used to address these challenges.
- Describe how Applicant will design, implement, and manage the project structure and activities to achieve the project objectives.
- Identify barriers and provide a justified need for assistance, supported by indicators such as no, few, or limited refugee youth-specific programs in the region in which services will be provided.
- Describe how the proposed project will complement existing community programs and not duplicate services and detail community partnerships, and if applicable, subgrantee activities to further a youth's goals.
- Attach agreements with partner agencies to show seamless referral and program integration as appendices to its technical submittal.
- Explain the process for measuring program outcomes, including a list of realistic performance measures and achievements.
- Include a plan to provide in-person services remotely as necessary, such as in times of pandemic that may cause stay-at-home orders.

E. TIMELINE AND MILESTONES: Applicants should provide quantitative quarterly projections of the accomplishments that will be achieved for each function or activity, in such terms of the number of refugee youth to be served and the number of activities accomplished. Applicants may organize and present data as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, Applicants should list them in chronological order to show the schedule of accomplishments and their target dates.

F. PROGRAM PERFORMANCE MONITORING AND EVALUATION PLAN: Applicants should:

- Describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The selected Applicant shall monitor and evaluate program performance and the ongoing activities and the progress towards the goals and objectives of the project.
- Include descriptions of the inputs (e.g. organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and outcomes to be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.
- Describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the Applicant shall collect and manage data in a way that allows for accurate and timely reporting of performance outcomes.
- Include a timeline for how information from the quality improvement evaluation shall be reviewed and applied to the ongoing project.
- Describe the plan for evaluating the program to assess whether the expected results and benefits are consistent with the proposed project's goals and objectives.
- If applicable, describe the plan to monitor any subgrantees.

G. ORGANIZATIONAL PROFILE: The Applicant should:

- Describe your capacity and relevant experience in operating successful projects that address refugees or other similar projects.
- Describe your expertise in providing services to the newly arriving refugee populations and the services the agency provides.
- Describe your capacity to adjust to newly arriving refugee populations as necessary, with particular attention being paid to refugee youth.
- Provide a list and description of key project staff positions and mentors, including their job duties, responsibilities, and percentage of time to be charged to the grant, their professional qualifications, and whether they have experience in providing services to refugee youth. Include resumes for project staff and mentors as appendices in the application.
- Discuss the steps the Applicant takes to employ bilingual and bicultural women.
- Describe how the interpretation needs of the anticipated newly arriving refugee youth shall be met.
- If proposing to expand services, provide information showing the Applicant's capacity to do so.
- Describe your history of partnering with resettlement and other agencies for the provision of seamless services to refugees along with evidence of activity in the local refugee collaborative and stakeholder group.
- Describe the process to be used for the timely submission of reports as well as Applicant's ability to timely submit reports.
- Describe any circumstances in which Applicant has failed to meet work statement goals and the steps the agency has taken as a result.

Applicant should also provide the following information for its organization and for any subgrantees, if applicable:

- Organizational Chart;
- Position descriptions for all program staff;
- Copy or description of the Applicant’s fiscal control and accountability procedures;
- A description of Applicant’s and subgrantee’s experience and expertise with the administration, development, implementation, management, and evaluation of programs similar to that offered under this RFA; and
- A copy of Auditor’s one-page summary report, if available.

H. PLAN FOR PROTECTION OF SENSITIVE AND/OR CONFIDENTIAL INFORMATION:

Applicants must develop and describe their plan for addressing each of the following components:

- Establish and maintain all archived physical files in an accurate, secure, and confidential manner and for the required period of time, as mandated by applicable federal, state, and local rules and regulations.
- Client information that is being maintained for audit and is not in active use must be stored in a secure manner. Stored files must be kept in a dry, secure location and marked such that client information can easily be retrieved if necessary. Unless otherwise directed, selected Applicants must store all program-related material for seven years or until audited. Regarding Personal Identifiable Information (“PII”), selected Applicants must take steps to safeguard all electronic records, and in accordance with applicable federal, state, and local law regarding privacy and confidentiality.

Applicants must also describe the following information for its organization:

- The process for encrypting electronic information prior to sharing with any subcontractor or community agencies;
- A plan for the safe disposal of physical and electronic narratives or data that contains PII, and all other sensitive or confidential information; and
- A plan for the use of anti-malware or anti-viral software in computers utilized by staff.

I. LOGIC MODEL: The selected Applicants shall employ a model that accurately depicts the resources, activities, outputs and outcomes, and impact of the project. While there are many versions of Logic Models, for the purposes of this RFA, the model may include connections between the following items:

- Inputs (e.g. additional resources, organizational profile, collaborative partners, key staff);
- Target populations (e.g. youth to be served, identified needs);
- Activities, Mechanisms, Processes (e.g. evidence-based practices, best practices, approach, intervention and evaluation components, quality improvement efforts);

- Outputs (the direct results of program activities);
- Outcomes (the expected short and long-term results that the project is designed to accomplish); and
- Goals of the Project (e.g. overarching objectives, reasons for proposing the project).

III-7. Reports and Project Controls. The selected Applicants must timely and accurately submit all required reports to DHS as requested by the PA RRP. Failure to submit this information within the required timeframes or provide additional information as required will be regarded as a serious administrative failure and may result in the termination of a selected Applicant's grant agreement, a potential loss of funding or both. A selected Applicant for Youth Mentoring must comply with reporting requirements as detailed in 45 CFR § 400.28 and the Refugee Resettlement Program Guidelines.

- ORR-5 Data Report Form (**Appendix E**) – This report is due monthly to be submitted monthly on the 15th of every month following the month of activities.
- ORR-6 Schedule A Narrative Report (**Appendix F**) – This report is due on May 7th and November 7th.
- ORR-6 Schedule D Data Report (**Appendix G**) – This report is due on May 7th and November 7th.

PART IV

COST SUBMITTAL

IV-1. Cost Submittal. The information requested in this **Part IV** shall constitute the Cost Submittal. The Cost Submittal shall be submitted as a separate attachment and shall not be submitted as part of the Technical Submittal. The total proposed cost should be broken down into the components set forth in **Rider 3 - Budget**.

Applicants shall **not** include any assumptions in their cost submittals. If the Applicant includes assumptions in its cost submittal, the Department may reject the application. Applicants should direct in writing to the Issuing Officer pursuant to **Part I, Section I-8** of this RFA any questions about whether a cost or other component is included or applies. All Applicants shall then have the benefit of the Department's written answer so that all applications are submitted on the same basis.

The Department will reimburse the selected Applicant for work satisfactorily performed after execution of a written agreement and the start of the grant agreement, in accordance with agreement requirements, and only after the Department has issued a notice to proceed.