

## **REQUEST FOR APPLICATIONS FOR**

### **Model Implementation for Enhancing Transition Planning Systems for Intermediate Unit (IUs)**

#### **ISSUING OFFICE**

**Commonwealth of  
Pennsylvania  
Department of Labor &  
Industry  
Office of Vocational Rehabilitation  
7<sup>th</sup> Floor  
625 Boas Street  
Harrisburg, PA 17120**

**This project is 100% funded by the U.S.  
Department of Education, Rehabilitation Services  
Administration as part of an award totaling  
\$9,990,688.97 with 0% financed with non-  
governmental resources.**

**CFDA number - 84.421E**

**RFA # - 2025-03-01**

#### **DATE OF ISSUANCE**

**March 28, 2025**



## **APPENDICES AND ATTACHMENTS**

**Appendix A, Work Plan Template**

**Appendix B, Budget Grant Year 1**

**Appendix C, Terms and Conditions**

**Appendix D, Travel Policy**

**Appendix E, Travel Manual**

**Appendix F, FFATA Sheet**

**Appendix G, Domestic Workforce Utilization Form**

**Appendix H, Worker Protection and 2 34Investment  
Certification Form**

**Appendix I, Lobbying Form**

**Appendix J, Sample Signatory Authority Document**

**Appendix K, Trade Secret/Confidential Proprietary  
Information Notice**

**Appendix L, Grant Application Form**

**Appendix M, approval of request for non-solicitation**

**Attachment A, LEA Screening Tool**

**Attachment B, TFS Enhancement Plan Development Guide**

**Attachment C, Monthly Implementation Update (MIU)**

**Attachment D, Data Reviewed to Identifying Targeted  
Areas in Which the Attachment E, PaTTAN Transition  
Systems Framework (TFS) Overview**

## **CALENDAR OF EVENTS**

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

<b>Activity</b>	<b>Responsibility</b>	<b>Date</b>
Deadline to submit questions via email to- RA-li-OIT-BAS-Procur@pa.gov	Potential Applicants	April 22,2025 4:00 PM
Answers to Potential Applicant questions posted to the Department of General Services website at <a href="http://www.emarketplace.state.pa.us/Search.aspx">http://www.emarketplace.state.pa.us/Search.aspx</a> no later than this date.	Issuing Officer and PA OVR	April 28, 2025
Please monitor this website for all communications regarding this Request for Applications.	Potential Applicants	Ongoing
Application in its entirety must be submitted to the Issuing Office electronically RA-li-OIT-BAS-Procur@pa.gov as provided in <b>Section I, II, and III</b> , as listed in <b>Section III.1B.1</b>	Applicants	May 5, 2025 2:00 PM

**Request for Application  
Model Implementation for Enhancing Transition Planning Systems  
for Intermediate Unit (IUs)  
Part 1**

**Section I Background**

**I.1. Introduction:** Since the implementation of the Rehabilitation Act of 1973 (the “Rehabilitation Act”), as amended by the Workforce Innovation and Opportunity Act (“WIOA”), 29 U.S.C. §§ 701 et seq., Pennsylvania has emerged as a leader in transition services and has developed and implemented innovative programs to meet the needs of students and youth with disabilities. To meet the evolving needs of students and youth with disabilities, Pennsylvania (PA) Transition Partners, under the leadership PA Office of Vocational Rehabilitation (OVR) and in collaboration with Pennsylvania Department of Education (PDE), Pennsylvania Training and Technical Assistance Network (PaTTAN), Local Education Agencies (LEAs), Intermediate Units (IUs), PA federally funded Centers for Independent Living (CILs), and Department of Human Services (DHS), have developed a three-component model demonstration. The model demonstration grant was awarded to OVR by United States Department of Education, Office of Special Education and Rehabilitation Services, Rehabilitation Services Administration’s (RSA) Disability Innovation Fund (DIF) as part of the Pathway to Partnership (P2P) Demonstration Model to build upon an innovative framework, expand work-based learning opportunities for underserved populations, solidify cross-agency partnerships, and increase transition planning and collaboration competencies among partners.

The P2P Model proposes an innovative structure of transition services aimed at enhancing the post-school outcomes for transition-aged youth with disabilities. This model is centered around the collaborative efforts of all transition partners, engaging youth, families, and partners in a comprehensive design and implementation process to refine and advance transition programming and services within the LEA. By focusing on a systems-level approach, the plan emphasizes collaboration not only within the schools of the LEA but also with external partners including agencies, employers, and non-profits, ensuring a broad and impactful reach. A research-based framework for transition systems planning serves as the foundation for this initiative.

This project is designed to provide Intermediate Units (IUs) across the Commonwealth of Pennsylvania with an opportunity to evaluate and

enhance transition programming through data-driven decision-making. Over the course of two years, the grantees will use a researched-based selection process to screen and assess all local education agencies (LEAs) in their region. One LEA will be selected based on the highest need, as determined by the assessment scores. The grantee will collaborate with the selected LEA to implement evidence-based practices and foster systems-level changes that significantly improve transition planning and outcomes for students with disabilities within the LEA's school district.

PaTTAN (the Pennsylvania Training and Technical Assistance Network) plays a pivotal role in training Intermediate Units (IUs) across Pennsylvania to lead transition-related initiatives, aiming to improve post-school outcomes for students with disabilities. PaTTAN's training approach equips IUs with the knowledge, tools, and frameworks necessary to guide Local Education Agencies (LEAs) in implementing evidence-based practices and meeting state and federal compliance requirements related to secondary transition. This grant will extend this opportunity to 29 LEAs. The framework allows teams to collect data from youth, families, and transition partners through surveys and team meetings. The team then makes data-driven decisions to improve transition practices.

The first year of the grant period focuses on educating the LEA's implementation team on the initial stages of the research-based model, including data collection and analysis, and the identification of priorities for action planning. The subsequent year builds on this foundation by teaching evidence-based practices aligned with the Quality Indicators, facilitating the creation and implementation of community-driven action plans aimed at system-wide improvements.

Intermediate Units play a crucial role in the implementation of this framework as they function as the logistical leads and primary coaches for the LEAs, guiding them through the process from readiness evaluation to the implementation of strategic, community-informed action plans.

This pivotal initiative not only aims to enhance the transition services framework but also seeks to create lasting impact through collaborative partnerships and innovation. Through the collaboration of our Transition Partners and the successful statewide implementation of this research-based framework, we work toward a future where every youth with disabilities is empowered with the opportunities and supports needed to achieve their fullest potential.

**I.2. Objective:** The overall objective of this project is for the grantee to utilize the LEA Screening Tool Attachment A to select an LEA in which the transition systems framework will be implemented over the course of a two-year period. The grantee and the selected LEA will complete a series of surveys with their local youth with disabilities, family members of youth with disabilities, and transition partners. With the feedback from their surveys the team will improve the local area's transition programming and services.

The project goals include:

1. Build and support teams to improve outcomes for transition-aged students with disabilities using data to identify and implement evidence-based practices.
2. Provide support to school-based teams to improve transition services and supports to transition-aged students with disabilities.
3. Empower educational leaders with competencies needed to support systems-level change that improves transition planning.
4. Build the capacity of teams to implement practices that engage parents and families as meaningful partners in the transition planning process.
5. Provide tools and support to school-based teams to increase cross-agency collaboration efforts.
6. Enhance youth and family engagement in transition planning, programs, and services through the implementation of the LEA's transition systems framework, as evidenced by 85% of survey respondents reporting increased participation in these activities on the implementation progress and impact survey.

The grantee is able to support the LEA in implementing transition systems framework as they have received training in the transition systems framework and implementation process via Schoology course modules. Schoology is a learning management system (LMS) designed to facilitate the administration, documentation, tracking, reporting, and delivery of educational courses or training programs. It serves as a virtual learning environment for K-12 schools and higher education institutions. The grantee will receive technical assistance and networking opportunities through PaTTAN and OVR throughout the grant period.

1. The grantee must review and report relevant data that will be used to begin identifying targeted areas in which the transition

systems framework may be used to improve and enhance transition programming and practices specific to the LEA and surrounding community. See attachment for the data that will be reviewed and reported.

2. Review, report, and describe current engagement levels of relevant partners: The grantee must review the survey data, rate the overall current level of engagement of each relevant partner group, and describe how the transition systems framework will be used to increase engagement across partner groups.
3. Provide an overall rating of the level of engagement for each of the following partner groups in the design and implementation of transition programming and practices according to research and evidence-based practices:
  - a. Young people
  - b. Families
  - c. School partners
  - d. Agency/Community Partners
4. Describe a plan to increase engagement of each partner group in transition programming and practices using the transition systems framework.
5. Provide financial support for educator time and effort to facilitate the effective implementation of the transition systems framework within the LEA. The educator time and effort, each amounting to \$8,000, as outline in the P2P grant narrative, shall be awarded to two staff members at the LEA who are actively involved in the implementation of the transition systems framework.
6. Identify implementation team lead and members: The grantee must identify by name and role, each member of the implementation team. Roles to be identified include:
  - a. Internal Coach – school-based or district staff who is well-organized with strong technology skills and commitment to transition efforts. With support and guidance from the external coaches, this individual will be responsible for becoming an internal coach to the LEA team on the transition systems process.
  - b. District Decision Lead – District level administrator and/or special education coordinator; who has authority to give clearance on implementation of major activities such as collecting transition systems survey data from youth with disabilities, families, and transition partners; holding a collaborative transition planning event; and implementing district wide activities to improve transition practices, services, and opportunities as identified by a transition systems enhancement plan.



- c. Partner with Transition Knowledge – Special education teacher or transition coordinator who has the knowledge and connections to agencies and community partners.
  - d. Lead Young Person – Transition-aged young person currently enrolled in the LEA who is committed to sharing the youth perspective and serving as a leader for other young persons.
  - e. Lead Parent or Family Member – A parent or family member of a transition-aged young person currently enrolled in the LEA who is committed to sharing the parent/family member perspective and serving as a leader for other parents and family members.
  - f. Community or Agency Partner in Transition (optional but encouraged)
  - g. Community Partner – An individual who lives or works in the community and supports transition within the district (i.e., a local employer associated with a High Priority Occupation, organization, volunteer).
  - h. Agency Partner – An individual who works at a state agency such as Office for Vocational Rehabilitation (OVR), Office of Developmental Programs (ODP), or Health and Human Services (HHS).
7. Support the LEA's Internal Coach in completing Module 1 which will detail implementation plans that will be created by PaTTAN on Schoology. This course teaches the Internal Coach about the LEA's required actions.
  8. Support the LEA in the identification of a representative sample of 30 or more youth with disabilities, 30 or more family members of youth with disabilities, and 30 or more transition partners within the LEA who would be interested in completing a transition systems survey.
  9. Support the LEA in obtaining at least 90 responses to the transition systems survey.
  10. Support the LEA's Internal Coach in completing Module 2 which continues to outline how to implement the transition systems framework that will be created by PaTTAN. This course teaches the Internal Coach about the LEA's required actions focused on reviewing the transition systems survey with the goal of identifying 2 – 4 priority areas in the LEA's transition programming and services for improvement.
  11. Support the LEA in completing a Facilitated Data Review of their transition systems survey, resulting in the identification of 2 to 4 priority areas, those of which will be addressed during the Second Time Period.

12. Report and describe readiness to implement: The grantee must complete a self-assessment tool and describe the LEA's readiness to implement the transition systems process and framework.
  - a. Rate the LEA's readiness in the following areas: Capacity, Needs, Fit, Resources, and Alignment.
  - b. Describe the LEA's readiness for:
    - i. Implementing systems change for secondary transition programming and practices.
    - ii. Growing and improving practices in evidence and research-based practices.
    - iii. Enhancing overall programming for students with disabilities.
13. Secure all necessary supplies, materials, and resources on behalf of the LEA to effectively implement the changes and enhancements identified in the transition systems survey. The cost of these shall not be more than \$22,500 per grant year, as outlined in the P2P grant narrative.
14. Participate in two virtual sessions of the Coaching Academy. The first session will cover grantees supporting a LEA through transition systems community action plan development while the second reviews how to create and implement a transition systems action for improving transition programs and services.
15. Support the LEA's Internal Coach in completing Module 3 regarding the implementation of a transition systems framework created by PaTTAN. This course teaches the Internal Coach about the LEA's required actions focused on community action planning to improve current transition programs and services.
16. Collaborate with the LEA to ensure that the implementation team will meet at least monthly, either virtually or in-person, to continuously develop and implement a work plan for gathering data on current transition practices and services, engaging the community around the identification of priorities from the resulting data, and implementing an action plan to address said priorities. OVR DIF: P2P grant co-directors must be included in at least one of these meetings each year.
17. Support and ensure that their LEA and its implementation team in planning and implementing a transition systems enhancement planning event within the LEA that is focused on addressing the priority areas previously identified through the Facilitated Data Review. During this event, youth with disabilities, family members, and transition partners from the LEA will collaborate on "Discovering" currently supported efforts to

improve the priority areas, "Dreaming" what could be done to improve within the priority areas, and "Delivering" goals and potential strategies to achieve ideas from "Dreaming."

18. Support and ensure that their LEA and its implementation team use the Enhancement Plan Development Guide Attachment B to build a transition systems enhancement plan to achieve the goals identified during the "Delivering" of their previously completed transition systems enhancement planning event. This plan will require the LEA and its implementation team to take each goal, and then develop a set of actions steps that include what will be done, along with the responsible parties, the resources required, potential barriers and solutions and intended timeline.
19. Ensure that their LEA and its implementation team implement the actions defined within the LEA's transition systems enhancement plan.
20. Ensure that the LEA and its implementation team implementation of the enhancement plan results in at least three new policies/procedures for transition services within the LEA that address the identified priority areas and support positive post-school outcomes for students with disabilities.
21. Assist the LEA and its implementation team implementation of the enhancement plan results in at least three new partnerships between schools and community partners (e.g., employers, agencies, etc.) that address the identified priority areas and are focused upon supporting positive post-school outcomes for students with disabilities.
22. Assist their LEA in distributing the enhancement and impact survey to youth and families who have participated in the LEA's transition systems framework implementation, with 85% reporting an increase in their level of participation in transition planning, programs, and services.
23. Identify one IU staff and one LEA staff to participate in PA's quarterly Connecting for Employment meetings with regional Transition Teams throughout the year.
24. Describe sustainability plan: The grantee must describe the vision for sustaining and/or continued expansion of the transition system processes at the end of the grant period.

**I.3. Issuing Office:** The Department of Labor and Industry, OVR, is issuing this RFA to procure services as defined in the Pathways to Partnership grant as approved through RSA, CFDA number - 84.421E. The sole point of contact for this RFA shall be Lori Michels at [lmicheals@pa.gov](mailto:lmicheals@pa.gov), the Issuing Officer for this RFA. Please refer all inquiries to the Issuing

Officer.

**I.4. Term of Grant:** The term of this agreement shall commence on 10/01/2025 and shall expire on 09/30/2027, unless it is terminated earlier pursuant to the terms of the agreement, subject to the availability of funds and/or at the discretion of OVR. 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.

**I.5. Grant Funding Source and Cost:** All grant awards are subject to the availability of appropriated state funds and any modifications or additional requirements that may be imposed by law. This RFA is 100% funded by the U.S. Department of Education, Rehabilitation Services Administration as part of an award totaling \$9,990,688.97 with 0% financed with non-governmental resources, CFDA number 84.421E.

The grant is being funded for two years and is comprised of two time periods with a total amount of \$127,000.00.

The first period is for one year (10/1/25–9/30/26) in the amount of: \$63,500.00.

The second period is for one year (10/1/26–9/30/27) in the amount of \$63,500.00.

OVR shall notify the awarded vendor in writing of the total cost authorized each year. Awarded vendor will be required to submit an updated budget, work plan, and any other required documents for each subsequent year after the first.

OVR may, in its sole discretion, reduce the total cost for any period should the funding stream become unavailable.

OVR may, at any time, review awarded vendor's use of funds during any period, either through request for documentation or onsite visit. OVR may, after review of awarded vendor's performance, reduce the total amount of the grant after signature of the Department designee and the Office of Comptroller Operations. If OVR exercises this right, it shall notify awarded vendor in writing at least 15 days prior to the fund reduction.

**I.6. Eligibility Requirements (see Appendix M):** Only Intermediate

Units (IUs) within the state of Pennsylvania (PA) are eligible to apply for this grant. Below are the detailed eligibility criteria and a description of what constitutes an Intermediate Unit:

An Intermediate Unit is defined as a regional educational service agency recognized by the Pennsylvania Department of Education. These units are established to provide support services to school districts, act as a liaison between the school districts and the state education department and deliver specialized services that are more efficiently managed at a regional level.

Intermediate Units must be officially designated and operate within the geographic boundaries of Pennsylvania, serving multiple school districts or charter schools within their designated area.

Entities that do not qualify as an Intermediate Unit, including individual schools, school districts, non-profits, or for-profit organizations, are not eligible.

There will be 29 grants awarded to one to each IU in the Commonwealth, representing all counties.

The location of the work will be determined by the process established in deliverable two and three in grant period one.

If opportunities become available for the grantee to present on P2P grant work, the grantee shall include OVR's P2P Grant Co-Directors on all invites.

Any anticipated travel for this project must be reserved for essential travel approved by OVR and must be related to the deliverables as outlined in this grant. Reimbursement for staff travel must follow the Commonwealth Travel Policy.

**The awarded vendor will:**

The grantees' role is to serve as the logistical leads and primary coaches for a selected LEA to implement the transition systems framework.

**I.7. General Required Tasks.**

**A. OVR Collaboration.** The selected Applicant shall work cooperatively with OVR and PaTTAN to implement the transition systems framework within one LEA site.

**B. Responsiveness to Requests throughout the project.** The selected Applicant shall respond to the designated OVR Grants Administrator, or other OVR Staff associated with the grant, within three business days of receiving an email or call. The selected Applicant shall also provide any requested information pertaining to the Project within three business days of receiving any email or call from the designated OVR Grants Administrator.

**C. Administrative.** The selected Applicant shall comply with the following:

- 1.** Present a budget proposal three (3) months prior to the start of each state budget period that achieves the deliverables identified in the Work plan.
- 2.** Collaborate with the selected LEA to co-design and co-implement the transition systems framework and services.
- 3.** Collaborate with the selected LEA to provide outreach to youth with disabilities, family members of youth with disabilities and transition partners about transition programming and services within the school district.
- 4.** Collaborate with the selected LEA to improve transition programming and services within school district utilizing survey data.
- 5.** Lead a selected LEA through a continuous improvement cycle of their transition programming and services using a research-based, multi-stage model for Pennsylvania's implementation of transition systems framework.
- 6.** Collaborate with the selected LEA to implement transition systems framework and services that align with the evidence and research-based practices to support positive employment outcomes for youth with disabilities.
- 7.** Secure all necessary supplies, materials, and resources on behalf of the LEA to effectively implement the changes and enhancements identified by implementation team, including the IU, LEA, and OVR.
- 8.** Provide financial support to the selected LEA for time and effort to facilitate the effective implementation of the transition systems framework within the school district.
- 9.** Develop a plan for sustaining the implementation of transition systems enhancements in their region beyond the grant period. This sustainability plan will outline the Intermediate Units' strategy to assist at least two more LEAs in adopting the transition systems framework. Additionally, the plan will include

documented case studies showcasing successful implementations and enhancements in transition programming. This plan shall be submitted to P2P Grant Co-Directors and OVR's grant resource account, [ovrgrants@pa.gov](mailto:ovrgrants@pa.gov), prior to May 15, 2027.

**10.** Participate in program evaluation, grant monitoring, audit, and other program-related activities that apply during the term of the grant agreement.

**11.** Submit a monthly invoice requesting reimbursement of allowable expenditures that includes a corresponding programmatic report to OVR within 15 calendar days after the month expenses were incurred. The invoice must only reflect actual expenses incurred by the selected Applicant and any subcontractors and may not include projected expenses. Monthly programmatic reports must be included to support the progress made toward program Deliverables.

**D. Bi-Yearly Meetings.** Twice a year, the selected Applicant and the designated OVR Grant Administrator will meet either in person or virtually to discuss current projects and activities and upcoming projects and activities, and to share information. The OVR's P2P Grant Co-Directors shall schedule and conduct the meeting. This meeting will focus on the monthly programmatic reports. Applicants shall provide their proposed plan for quarterly meetings.

**E. Monthly Programmatic Report.** The selected Applicant shall submit monthly programmatic reports. These reports must be submitted with the monthly invoice and include the following information:

Reporting guidelines:

1. Format

- a. All documents should be stored in PDF format. This ensures that the documents are accessible on various platforms and devices, maintain their formatting integrity, and are secure against unauthorized editing.

2. Storage

- a. Documents should be stored in a secure, digital environment that is backed up regularly to prevent data loss. Consider using cloud storage services that provide encrypted file storage options, or a secure, managed document storage system within your organization. Ensure that access to these documents is controlled and limited to authorized personnel only.

3. Handling Personally Identifiable Information (PII)
  - a. Any document containing Personally Identifiable Information (PII) must be handled with extra caution to protect individual privacy. PII should only be included in documents when absolutely necessary and should always be stored securely.
  - b. Accompany any document containing PII with a release of information agreement. This agreement should be signed by the individual whose information is included, or their legal guardian, authorizing the specific uses and disclosures of their personal information. This is crucial for compliance with privacy laws and regulations.
4. Release of Information Agreement
  - a. The release of information agreement should clearly outline the purpose for which the PII is collected, how it will be used, who will have access to it, and the duration for which the information will be retained.
  - b. Ensure that this agreement is also stored in PDF format and is securely filed alongside the documents containing PII.

The following documentation will be submitted to OVR's P2P Grant Co-Directors and OVR's grant resource account, [ovrgrants@pa.gov](mailto:ovrgrants@pa.gov), based on the schedule as follows:

1. Monthly reports measuring improvements in transition programming effectiveness and employment outcomes for youth with disabilities by including:
  - a. Progress on each deliverable.
  - b. Barriers to implementation
  - c. Schoology activity reports and sign-in sheets
  - d. Number of completed LEAs screened.
  - e. Site selection form when related deliverable is executed.
  - f. Monthly Implementation Update (MIU) completed by the LEA.
  - g. LEA fidelity checklist that aligns with the MIU
  - h. Survey data tracker
  - i. LEA team meeting minutes and attendance sheets
  - j. Transition enhancement plan
  - k. Information for the community vision board
  - l. Two to four priority areas for improvement based on the grantee and LEA's initial assessment and corresponding action plan.
  - m. Successful implementation examples that will be included



- in the sustainability plan.
2. The grantee shall submit monthly reports identifying the use of project funds outlined by line item.

**F. Deliverables.** The selected Applicant shall be responsible for the following deliverables:

Initial Time Period (10/01/2025– 9/30/2026)

1. The grantee will submit a certificate of completion for participation in two Coaching Academy sessions and supplement their learning by completing an online course created by PaTTAN that prepares grantees to select and lead an LEA through the implementation of a transition systems framework. (All potential grantees will be afforded these opportunities for free through PaTTAN. The first session of the coaching academy will review procedures for LEA screening and selection. The second session will provide information on facilitating a data review with the LEA.)
2. Grantee will submit all LEA screening tools to document LEAS who were assessed for readiness. The grantee shall use a standardized process as outlined in the Attachment A, LEA Screening Tool to screen all LEAs in their coverage area using indicators 13 and 14 (See Attachment D Data reviewed to Identifying Targeted Areas in which Transition Systems Framework May improve Transition Planning) from their federal reporting data to identify their level of need for intervention. This will be measured through the Monthly Implementation Update (MIU), (Attachment C), completed by the LEA and the LEA fidelity checklist that aligns with the MIU is completed by the IU.
3. The grantee will ensure the LEA's Internal Coach completes Module 1 of the Schoology course created by PaTTAN within the first 90 days of implementation of this grant. This course teaches the Internal Coach about the LEA's required actions and deliverables for implementing Stage One of transition systems framework, which is focused on distributing the survey to participants within the LEA. This is measured by the course activity tracker through Schoology reports.
4. The grantee will ensure that the implementation team meets at-least monthly, either virtually or in-person, to continuously develop and implement a work plan for gathering data on current transition practices and services, engaging the community around the identification of priorities from the

resulting data, and implementing an action plan to address said priorities. (OVR DIF: P2P grant co-directors must be included in at least one of these meetings each year. This is measured through the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU.)

5. The grantee will assist the LEA in the identification of a representative sample of 30 or more youth with disabilities, 30 or more family members of youth with disabilities, and 30 or more transition partners within the LEA who would be interested in completing the survey. This is measured by the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU which shall be submitted to OVR within 180 days of implementation of this grant.
6. The grantee will support the LEA in obtaining at least 90 responses to the survey from their representative sample of 30 or more youth with disabilities, 30 or more family members of youth with disabilities, and 30 or more transition partners within the LEA. This is measured through the MIU completed by the LEA, the survey data tracker, and the LEA fidelity checklist that aligns with the MIU, which is completed by the IU within 270 days of implementation of this grant.
7. The grantee will ensure the LEA's Internal Coach in completing Module 2 of the "Schoology course created by PaTTAN by within the first 180 days of implementation of this grant. This course teaches the Internal Coach about the LEA's required actions focused on reviewing the survey data with the goal of identifying two to four priority areas in the LEA's transition programming and services for improvement. This is measured by the course activity tracker through Schoology reports.
8. The grantee will collaborate with LEA to complete a Facilitated Data Review of their survey data, resulting in the identification of two to four priority areas, within the first 270 days of implementation of this grant. This is measured by the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU.
9. The grantee shall ensure at least one IU staff and one LEA staff participate in PA's quarterly Connecting for Employment meetings with regional Transition Teams throughout the year.
10. The grantee shall secure all necessary supplies, materials, and resources on behalf of the LEA to effectively implement the changes and enhancements identified in the survey. P2P grant funds allow for the reimbursement of up to \$22,500 for

supplies and resources.

11. The grantee shall provide the financial support for two educators for time and effort to facilitate the effective implementation of the transition systems framework within the LEA. The P2P grant will reimburse for time and effort for two educators, not to exceed \$8,000 each.
12. The grantee shall attend two virtual meetings as scheduled by OVR's P2P Co-Directors and PaTTAN to review progress and barriers and provide information for the purposes of OVR's P2P program evaluation.

#### Second Time Period (10/1/2026 – 09/30/2027)

1. The grantee will submit a certificate of completion for participation in two Coaching Academy sessions and supplement their learning by completing an online course created by PaTTAN. The first session will cover grantees supporting a LEA transition enhancement plan development while the second reviews how to create and implement a transition enhancement plan for improving transition programs and services. This is measured by the course activity tracker through Schoology reports. (All potential grantees will be afforded these opportunities for free through PaTTAN.)
2. The grantee will ensure the LEA's Internal Coach in completing Module 3 of the Schoology course created by PaTTAN. This course teaches the Internal Coach about the LEA's required actions focused on transition enhancement plan to improve current transition programs and services. This is measured by an event sign-in sheet and course activity tracker through Schoology reports.
3. The grantee will collaborate with the LEA to ensure that the implementation team will meet at least monthly, either virtually or in-person, to continuously develop and implement a work plan for gathering data on current transition practices and services, engaging the community around the identification of priorities from the resulting data, and implementing a transition enhancement plan to address said priorities. (OVR DIF: P2P grant co-directors must be included in at least one of these meetings each year. This is measured through the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU.)
4. The grantee will ensure their LEA and its implementation team in planning a transition enhancement planning event within

the LEA that is focused on addressing the priority areas previously identified through the Facilitated Data Review within 180 days of the start of the second time period of this grant.

5. At the transition enhancement planning event, youth with disabilities, family members, and transition partners from the LEA will collaborate on "Discovering" currently supported efforts to improve the priority areas, "Dreaming" what could be done to improve within the priority areas, and "Delivering" goals and potential strategies to achieve ideas from "Dreaming." This is measured through the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU. This will be done within 240 days of the start of the second time period of this grant.
6. The Grantee will support and ensure that their LEA and its implementation team use the Action Plan Development Guide to build a transition enhancement plan to achieve the goals identified during the "Delivering" of their previously completed community action planning event within 270 days of start of the second time period of this grant.
7. Grantee shall submit the guide which must include the following: a set of actions steps for each goal that includes what will be done, along with the responsible parties, the resources required, potential barriers and solutions and intended timeline. This is measured by the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU.
8. The grantee will support and ensure that the identified LEA's implementation team in implementing the actions defined within the LEA's transition enhancement plan. This is measured by the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU. Also measured through the LEAs submission of the guide.
9. The grantee will submit at least three new policies or procedures for transition services which address the identified priority areas and promote positive post-school outcomes for students with disabilities within 270 days of start of the second time period of this grant. This is measured through the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU.
10. The grantee will support and ensure that the LEA and its implementation team will outline at least three new partnerships between their LEA and community partners (e.g., employers, agencies, universities, etc.). This is measured

through the MIU completed by the LEA, and the LEA fidelity checklist that aligns with the MIU is completed by the IU within 270 days of start of the second time period of this grant.

11. The grantee and their LEA shall distribute an implementation progress and impact survey to youth and families who have participated in the LEA's transition systems framework implementation within 300 days of start of the second time period of this grant. The results will be submitted with the MIU.
12. The grantee shall submit a plan for sustaining the implementation of transition systems framework in their region beyond the grant period. This sustainability plan will outline the Intermediate Units' strategy to assist at least two more LEAs in adopting the transition systems framework and will include documented case studies showcasing successful implementations and enhancements in transition programming. This plan shall be submitted to P2P Grant Co-Directors and OVR's grant resource account, [ovrgrants@pa.gov](mailto:ovrgrants@pa.gov), prior to May 15, 2027.
13. The grantee shall identify one IU staff and one LEA staff to participate in PA's quarterly Connecting for Employment meetings with regional Transition Teams throughout the year.
14. The grantee shall secure all necessary supplies, materials, and resources on behalf of the LEA to effectively implement the changes and enhancements identified in the survey. P2P grant funds allow for the reimbursement of up to \$22,500 for supplies and resources.
15. The grantee shall provide the financial support to the LEA for two educators for time and effort to facilitate the effective implementation of the transition systems framework within the LEA. The P2P grant will reimburse for two educators for time and effort, not to exceed \$8,000 each.
16. The grantee shall attend two virtual meetings a year scheduled by OVR's P2P Co-Directors and PaTTAN to review progress and barriers and provide information for the purposes of OVR's P2P program evaluation.  
Note: Reimbursement of deliverables shall be evaluated, reviewed, and approved or denied by OVR's P2P Grant Co-Directors.

## **Section II Application and Budget submission Requirements**

### **II.1. General Application and Budget Requirements:**

- A. The grantee may NOT subgrant any portion of these funds.
- B. Appendix A is the proposal/workplan and an explanation of how each deliverable will be met must be indicated. Include details of organization's roles, responsibilities, and structure of the staff that will be implementing each deliverable as well as providing oversight and monitoring of the project.
- C. Include policies, procedures, and controls that are in place to prevent, detect and mitigate the risk of fraud waste and abuse, and mismanagement, such as appropriate segregation of duties, internal oversight activities, measures to prevent timekeeping fraud, etc.

### **II.3. Budget Instructions:**

- A. Proposed budget must include costs that are allowable, reasonable, and allocable to the award.
- B. Budget must correlate directly with the deliverables.
- C. Justifications for all staff salaries must detail the duties that will be attributed to this grant in the budget narrative and in responses to Appendix A
- D. Do not include unallowable expenses, e.g., entertainment costs (which include food and beverage costs) unless they are justified as an essential component of an activity.
- E. Do not include fractional amounts whole numbers only).
- F. Budget may include up to \$22,500 for supplies and resources to support the implementation of transition systems framework at the LEA level, and up to \$8,000 for each LEA implementor for time and effort, per grant year.
- G. Job descriptions and resumes are required for any/all staff listed on the budget to be reimbursed for project time.

### **II.4. Allowable Project Operating Costs:**

#### **A. Personnel Expenses**

Under "Position/Title Description," list each staff position separately and provide salary and percentage of effort as percentage of FTE devoted to this award. Only staff time that is directly related to the deliverables of this grant may be charged to this grant. Time tracking forms called staff certifications will be provided to grantees to be used by each staff member included on this grant for tracking time spent on this grant only. Each staff person's role listed in the budget must be described in Appendix A as it pertains to the deliverables.

**B. Personnel Fringe Benefits**

Under "Purpose/Description," identify the types of fringe benefits to be covered and the costs of benefit(s) for each staff position.

Allowable fringe benefits typically include FICA, Worker's Compensation, Retirement, SUTA, Health and Life Insurance, IRA, and 401K. You may provide a calculation for total benefits as a percentage of the salaries to which they apply or list each benefit as a separate item. If a fringe benefit amount is over 30%, please list covered items separately and justify the high cost. Holidays, leave, and other similar vacation benefits are not included in the fringe benefit rates, but are absorbed into the personnel expenses (salary) budget line item. Personnel fringe benefit percentage must match the percentage of staff salary.

**C. Staff Travel: If applicable,** in Appendix A, describe the purpose for which program staff will travel as it correlates to the deliverables. In the budget narrative, provide a calculation that includes itemized costs for airfare, transportation, lodging, per diem, and other travel-related expenses multiplied by the number of trips/staff..

Reimbursement may not exceed the federal mileage rate. Only state travel is allowable. All travel reimbursement will be pursuant to the Commonwealth Travel Policy Management Directive 230.10.

<https://www.oa.pa.gov/Policies/md/Documents/230-10.pdf> See Appendices D and E.

**D. Equipment:** Equipment is defined as tangible, non-expendable personal property having a useful life of more than one year AND an acquisition cost of \$5,000 or more per unit (including accessories, attachments, and modifications). Any items that do not meet this definition should be entered in office supplies line. Purchases of equipment are limited to 10% of total award of grant. If equipment is being purchased it must be programmatic specific for the LEA implementing the Transition Systems Framework as outline in their Enhancement Plan Development Guide see Appendix B.

**E. Supplies:** Do not include more than \$22,500.00 to purchase consumable supplies and materials.

**F. Contractual and Consultant Services:** Include costs for consultants related to the project's operations. These services must be identified in Appendix A to identify services/activities provided toward meeting the deliverables of the project. If contractual and consultant services are being utilized a copy of the contract must be

submitted after the grant is awarded with the request for funds.

**G. Other Program Operating Costs:** Allowable costs in this budget category should include when applicable:

- A. Criminal history background checks for all members and for all employees or other individuals who receive a salary or are subcontracted for completing tasks related to this grant.

## **II.5. Disallowable Costs:**

- A. Building construction;
- B. renovations or alterations;
- C. indirect costs – costs that have been incurred for common or joint objectives and cannot be readily identified with a particular final cost objective;
- D. vehicles rented, leased or purchased;
- E. customer wages or stipends;
- F. entertainment expenses;
- G. meals;
- H. finance charges, fines, late fees or interest charges;
- I. projects/programs supported during the fiscal year with other state or federal funds;
- J. any costs associated with the development of this proposal
- K. Recognition items such as gifts and/or food in an entertainment/event setting are not allowable costs.

## **II.6. Administrative:**

Administrative costs must be directly related to the deliverables and must be outlined as they pertain to the corresponding deliverables in Appendix A.

## **II.7. Allocations of Costs:**

When salaries or other activities are supported by two or more sources, issues arise as to how the direct costs should be allocated among the sources of support. In general, a cost that benefits two or more projects or activities in proportions that can be determined without undue effort or cost should be allocated to the projects on the basis of the proportional benefit.

A cost that benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the



work involved may be allocated or transferred to the benefiting projects on any reasonable basis as long as the costs charged are allowable, allocable, and reasonable.

### **Section III, Application Requirements:**

#### **III.1. Application Requirements for Responsiveness.**

**A. Application Submission:** To be considered, Applicants should submit a complete response to this RFA to the Issuing Office using the format outlined below via email to. The subject line of the email must specify "RFA #2025-03-01". Application. Email attachments are limited to 10 MB, cumulatively, per email, and files may not be sent in any compressed format. Any part of the application or its attachments over that limit must be sent via separate emails, with each labeled "RFA #2025-03-01 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 or proprietary or trade secret protected, the Applicant must also include one redacted version of the Work Plan, also excluding financial capability information. Applicants may not lock or protect any cells or tabs.

Applicants 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 **Grant Application Form** and the Grant Application Form is attached to the Applicant's application, the 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 contractual obligations.

Each Applicant submitting an application specifically waives the ability to withdraw or modify it, except that the Applicant may withdraw its application by written notice and submitting it to prior to the exact hour and date 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 application or modification that complies with the RFA requirements.

Applicants may NOT change any deliverables/goals or scope of work. Applicants may not omit or change any forms or templates that are required to be submitted as part of this application see Part B below.

**B. Application Format:** Applicants must submit their applications in the format as outlined below. To be considered, the application must respond to all application requirements. Applicants must provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the application.

1. Applicants must format their responses as outlined below and the submittal shall include the following forms:
  - a. Appendix A, Work Plan Template (completed in its entirety)
  - b. Appendix B, Budget Grant Year 1 (complete, must not go over \$63,500.00)
  - c. Appendix F, FFATA Sheet (complete, sign and date)
  - d. Appendix G, Domestic Workforce Utilization Form (complete, sign and date)
  - e. Appendix H, Worker Protection and Investment Certification Form (sign and date)
  - f. Appendix I, Lobbying Form (sign and date)
  - g. Appendix J, Sample Signatory Authority Document (complete, sign and date)
  - h. Appendix K, Trade Secret/Confidential Proprietary Information Notice (complete, sign and date)
  - i. Appendix L, Grant Application Form (complete, sign and date)
  - j. Appendix N, Assurances (sign and date)
  - k. Applicable job descriptions and resumes for each staff title listed on budget
2. Submittals must adhere to the format by completing Appendix A and leaving nothing blank and must use the same Font and type size as used in Appendix A.

The Department may request additional information which, in the Department's opinion, is necessary to verify 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 to the Issuing Office 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 such Applicant is properly qualified to carry out the obligations of the RFA and to complete the Project as specified.

- C. Questions & Answers.** If an Applicant has questions regarding this RFA, the Applicant must submit the questions by email (**with the subject line "RFA # 2025-03-01 Question"**) to the Issuing Officer of this RFA. If the Applicant has questions, they must be submitted as they arise via email but **no later than** the date stated in the Calendar of Events. The Applicant shall not attempt to contact the Issuing Officer by any other means.

When questions are submitted after the 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.

All questions and responses will be posted on the Department of General Services ("DGS") website and are considered as an addendum to, and part of, this RFA.

- D. 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 eMarketplace 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 issues as an addendum.

- E. Response Date.** To be considered for selection, Applicants must submit electronic copies of their applications to the Issuing Office

and the Issuing Office must receive the applications **no later than** the date and time specified in the Calendar of Events. Applicants should allow sufficient time for electronic submission and receipt of their applications.

**F. Economy of Preparation.** Applicants should prepare applications simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFA.

**G. 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.

**H. Discussions for Clarifications.** Applicants may be required to make an oral or written clarification of their applications, or both, to the Department to ensure thorough mutual understanding and Applicant responsiveness to the solicitation requirements. The Department will initiate requests for clarifications. Clarifications may occur at any stage of the evaluation and selection process prior to the award of an agreement.

**I. Prime Applicant Responsibilities.** The Department will require the Applicant assume responsibility for all services offered in its application whether it produces them itself or by sub-contract. The Department will consider the selected Applicant to be the sole point of contact for all agreement matters.

### **III.2. Application Contents.**

**A. Confidential Information.** The Commonwealth does not require, confidential proprietary information or trade secrets be included as part of Applicants' submissions. 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 the signed written statement described in Subsection C below and must provide a redacted version of its application 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 the property of the Commonwealth. 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 an agreement. Notwithstanding any Applicant copyright designations contained on applications, 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, all applications 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 contains confidential proprietary information or trade secrets, the Applicant must provide a signed written statement to this effect 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 K** of the RFA for a **Trade Secret Confidential Proprietary Information Notice Form** that may be utilized as the signed written statement. If financial capability information is submitted such financial capability information is exempt from public records disclosure under 65 P.S. § 67.708(b)(26).
- D. 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 the Department, and then only in coordination with the Department.
- E. Restriction of Contact.** From the issue date of this RFA until the Department selects application(s) for Model Implementation for Enhancing Transition Planning Systems, 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 the Department later discovers that the Applicant has engaged in any violations of this condition, the Department may reject the offending Applicant's application or rescind its grant agreement. Applicants shall not distribute any part of their applications beyond the Issuing Office. An Applicant who shares information contained in its application with other Commonwealth personnel or consultants or competing Applicant

personnel may be disqualified.

**F. Department Participation.** The selected Applicant shall provide all services, supplies, facilities, and other support necessary to complete the identified work. The Department will assign a Grant Administrator to manage the administration and monitoring of the agreements resulting from this RFA. The Grant Administrator will be the primary contact and resource for issues and questions related to the Project as it pertains to the services and scope of work described in this RFA.

### **III.3. 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 its contents in awarding the agreement. The Commonwealth may treat any misstatement, omission or misrepresentation as fraudulent concealment of the true facts relating to the application, punishable pursuant to 18 Pa. C.S. § 4904.
- B.** The Applicant has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting an application.
- C.** 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.
- D.** 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 contract, except as the Applicant has disclosed in its application.
- E.** 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.

- F.** The Applicant is not currently under suspension or debarment by the Commonwealth and has not been precluded from participation in any federally funded health care program by 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.
- G.** The Applicant has not made, under separate agreement with the Department, any recommendations to the Department concerning the need for the services or the specifications for the services described in the application.
- H.** Each Applicant, by submitting its application, authorizes Commonwealth agencies to release to the Department information concerning the Applicant's Pennsylvania taxes, unemployment compensation and workers' compensation liabilities.
- I.** Until the selected Applicant receives a fully executed and approved written agreement from the Issuing Office, no legal and valid agreement exists, in law or in equity, and the Applicant shall not begin to perform.
- J.** 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 that the Commonwealth is not prohibited by Congressional statute from engaging in trade or commerce.

#### **III.4. 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. If a conflict arises between a version of the RFA in the Applicant's possession and the Issuing Office's version of the RFA, the Issuing Office's version shall govern.

#### **III.5. Award Notices.**

Each applicant shall be notified in writing within 30 days after the decision is made of the approval or disapproval of the submitted application.

## **SECTION IV, TECHNICAL SUBMITTAL REQUIREMENTS**

### **IV.1. Statement of Work Appendix A.**

In your responses to each deliverable on Appendix A, clearly state your understanding of the project and the services required by this RFA. Your response must demonstrate a comprehensive grasp of the scope of services to be provided, delineate your responsibilities, and detail how you will effectively manage each deliverable. It is essential that your responses include specific approaches to addressing the project's deliverables, the methodologies you will employ.

Your statements should also reflect an awareness of the budget constraints and resource allocation stipulated in the RFA, aligning your proposed activities with the financial and resource guidelines provided.

This section of your application will emphasize your preparedness, the feasibility of your plan, and your capacity to deliver results that align with the goals of the Model Implementation for Enhancing Transition Planning Systems Project. Each response to the deliverables will contribute to the overall evaluation of your application, influencing the decision-making process regarding grant awards.

Ensure that your statement is not only reflective of a thorough understanding of the project requirements but also showcases your ability to efficiently achieve the specified outcomes. Your response will be pivotal in demonstrating your capability to execute the project within the parameters set by the Office of Vocational Rehabilitation

### **IV.2. Personnel Qualification.**

Include information about the personnel who will be engaged in the work. Include the employee's name and, through a resume or similar document, the Project personnel's education, and experience in similar in size and scope projects. Indicate the



responsibilities each individual will have in this Project and how long each has been with your company. For non-Key Personnel, include position descriptions and minimum qualifications.

#### **IV.3. Regulations.**

The selected Applicant shall comply with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d. This includes taking action as required to assure that all persons with Limited English Proficiency ("LEP") have meaningful access to take part in the program administered by the selected Applicant. The selected Applicant must prepare a proposed plan to meet the service needs of clients with LEP. The selected Applicant must submit this plan to the Department no more than 45 calendar days after the Effective Date of the grant agreement resulting from this RFA.

The selected Applicant shall comply also with the following:

**Section 504 of the Rehabilitation Act, 29 U.S.C §701** Shall not exclude an individual from receiving program services based on the individual's disability.

#### **IV.4. Record Retention.**

The selected Applicant shall establish and maintain all files in an accurate, secure, and confidential manner and for the required period of time, as mandated by applicable federal, state, and local laws, rules, and regulations. Client information that is not in active use, must be stored in a secure manner. Stored hard copy files must be kept in a dry, secure location and marked such that client information can be easily retrieved if necessary. Unless otherwise directed, the selected Applicant shall store all referral related materials for a minimum of five years from when services were rendered to the individual. When disposing of client-related information, the documents must be destroyed properly. Applicants shall provide a copy of, or a detailed description of, their record retention policy.

#### **IV.5. 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 follow 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 bid, proposal, or quote. This form is attached as **Appendix H.**

#### **IV.6. Lobbying Certification Form.**

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 **Appendix I.**