

# COMMONWEALTH OF PENNSYLVANIA

## THE STATE/LOCAL INTERNSHIP PROGRAM, OR SLIP

Request for Proposal

PROPOSALS DUE BY **FRIDAY, JAN. 10, 2020, AT 4 P.M. EASTERN TIME**

**TOM WOLF, GOVERNOR**

[WWW.PA.GOV](http://WWW.PA.GOV)

**W. GERARD OLEKSIK,**  
SECRETARY [WWW.DLI.PA.GOV](http://WWW.DLI.PA.GOV)



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**SUBMIT APPLICATIONS TO:**

**ONE ELECTRONIC COPY *MUST* BE EMAILED TO THE ADDRESS INDICATED BELOW:**

**RESOURCE ACCOUNT:** [RA-LI-BWDA-YOUTH@pa.gov](mailto:RA-LI-BWDA-YOUTH@pa.gov)

**SUBJECT:** RFP APPLICATION – STATE/LOCAL INTERNSHIP PROGRAM

## **SECTION 1 – PURPOSE & BACKGROUND**

Pennsylvania’s economic future depends on a workforce able to compete in today’s knowledge-based, globally connected workplace. For Pennsylvania to be economically competitive, and for people to enter careers with family-sustaining wages, our state needs a modern workforce development system that anticipates and responds to individuals’ and businesses’ needs. To achieve this goal, Pennsylvania’s workforce development system must work collaboratively with employers and other stakeholders to build a pipeline of talent to fuel Pennsylvania’s future workforce by connecting young people, including those with barriers to employment, with high-quality work-based learning opportunities, paid work experiences and career pathways.

The 2019 State/Local Internship Program, or SLIP, which operated as a demonstration project for eight weeks this year, awarded \$4.8 million to 22 local workforce development boards, or LWDBs, placing more than 1,128 16- to 24-year-old youth and young adults into internships at 657 worksites belonging to a variety of industries. Among them: health care, manufacturing, logistics/transportation, information technology, and business services. SLIP youth included 298 high school students, 58 high school graduates, 485 college students, 29 college graduates, and 70 youth with some college but no degree. Further, in 2019, 33% of participants were WIOA eligible. At the end of the program, 11 percent were hired either full or part-time.

As a result of the overwhelming response to SLIP 2019, the PA Department Labor & Industry (L&I) is making approximately \$3.5 million of WIOA Statewide Set-Aside Funding available as a demonstration project to support summer internship programming in 2020.

## **SECTION 2 – DESIGN**

SLIP 2020 will operate for 8 weeks anywhere between May 1 – Aug. 28, 2020; and will again target young adults between the ages of 16 - 24 years, including those with barriers to employment. This year’s demonstration not only aims to increase the total number of youth served statewide, via paid work experience placements with for-profit and/or non-profit employers, but will require employers to support and extend this initiative by expanding upon the Commonwealth’s funding support at 35%. Additionally, the commonwealth requires a percentage<sup>1</sup> of SLIP participants to be WIOA eligible, and to coordinate SLIP with the Teacher in the Workplace (TIW), Business Education Partnership (BEP), and TANF Youth Development Program (YDP). Coordination between these initiatives will allow LWDBs to target underserved students and schools, where teachers would be a resource to help recruit at-risk and low-income students. Funding consideration will be given to LWDBs that demonstrate that their local business partners have a willingness to invest in its future through this program, as well as recruiting WIOA eligible students and alignment with TIW, BEP and TANF YDP.

For your consideration, the following is a listing of general guidelines for SLIP 2020:

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<sup>1</sup> Prior grant recipients achieving an estimated 40% WIOA-eligibility among 2019 participants are required to maintain participation above 40% in 2020. Prior grant recipients whose total participants were less-than 40% WIOA-eligible in 2019 must increase their total percentage of WIOA-eligible participants by 10 percentage points. For example, a grant recipient with 5% WIOA-eligible SLIP participants in 2019 is required to have 15% of their 2020 SLIP participants be WIOA-eligible. Grant recipients are not required to enter prospective participant information into CWDS; however, documentation (i.e. a hardcopy checklist) indicating a reasonable likelihood of WIOA eligibility must be collected for applicants whose participation is being used to count toward the 10 percentage point WIOA-eligibility increase requirement. Personally identifiable information collected for this purpose must be stored behind two layers of locked security and accessible only to staff with an essential, SLIP-related need.

1. SLIP program activity may occur for any 8-week period between May 1 – Aug. 28, 2020 (all SLIP interns must conclude their work experience by close of business on Aug. 28, 2020).
2. SLIP intern eligibility criteria: Any youths or young adults between the ages of 16 - 24 years,
3. SLIP interns may work 25 - 40 hours/week and earn a minimum of \$10.35/hour (FICA/Medicare and Workers' Compensation fringe costs may also be covered);

***NOTE: Any requested overtime for full-time SLIP participants must be employer-paid. Additionally, any extensions of SLIP intern placements beyond the 8-week limit must also be employer-paid; and will still be required to end no later than 8/28/20.***

4. Prior grant recipients whose percentage of WIOA-eligible total participants was less-than 40% must increase their total percentage of WIOA-eligible participants by 10 percentage points.
5. SLIP placements/worksites: For-profit and/or non-profit employers;  
***NOTE: LWDBs and their staff should actively collaborate with participating SLIP employers in the recruitment and placement of eligible youth/young adults to ensure available program slots are filled prior to the planned start of summer internship activity.***
6. Funding may also cover incidental administrative expenses (no more than 10 percent), youth supportive services (consistent with the local supportive services policy and federal & state statute/guidance), as well as any needed Child Protective Services Law, or CPSL, clearance costs to increase the willingness of local employers (and their participating staff) to host work experience opportunities for youth;
7. SLIP programming must incorporate workforce preparation training that covers the following topics:
  - Career readiness skills aligned with the Department of Education's Career Ready PA initiative;
  - Resume building and interviewing skills;
  - Equity, diversity, and inclusion training;
  - Contributing to a respectful workplace (including building respect and professionalism, and preventing workplace harassment, bullying, and violence); and
  - Financial literacy and entrepreneurship.
8. SLIP interns shall perform various business or employer-specific activities, as assigned by their designated supervisor;
9. Demonstration Project Evaluations: Participating local boards will be required to complete both a Pre-Evaluation form and a Final Evaluation form. The Pre-Evaluation form, attached, is to be submitted with the SLIP 2020 proposal package. The Final-Evaluation form, attached, is to be submitted no later than Sept. 25, 2020. As with past years, the *SLIP Terms and Conditions* document will be included in the SLIP NOO for all relevant LWDBs.
10. Active local board, employer and intern participation in promoting awareness of the SLIP 2020 opportunity, including social media support of National Intern Day on **JULY 30, 2020**, is strongly encouraged;
11. It is required that participating local employers support and extend this initiative by expanding upon the Commonwealth's funding with a minimum of 35% matching funds (cash and /or in kind).

### **SECTION 3 – REQUEST FOR PROPOSAL AVAILABILITY KEY COMPONENTS**

- A. PROJECT SPONSOR: This RFP is offered by L&I using federal WIOA Statewide Activities funding.
- B. APPLICATION DEADLINE: **FRIDAY, JAN. 10, 2020 , AT 4 P.M. EASTERN TIME**
- C. ESTIMATED FUNDING: Approximately \$3,500,000.00 is available. Funding will be awarded based on the availability of funds.
- D. ANTICIPATED AWARD: This project may be awarded under multiple Notice of Obligations.
- E. PERIOD OF PERFORMANCE: The Commonwealth anticipates a performance period beginning May 1, 2020, and ending Aug. 28, 2020.
- F. FUNDING REAUTHORIZATIONS: L&I reserves the right to de-obligate funds for those projects that show minimal expenditure or obligation. These funds will be reallocated to other projects awarded under this RFP.
- G. REPORTING: Applicants awarded funding will be required to submit two Demonstration Project Evaluations. The Pre-Evaluation form, attached, is to be submitted with the SLIP 2020 proposal package. The Final-Evaluation form, attached, is to be submitted no later than Sept. 25, 2020. As with past years, the SLIP Terms & Conditions document will be included in the SLIP NOO for all relevant LWDBs.

A completed closeout package is due to both the comptroller’s office and the Bureau of Workforce Development Administration within 60 days after the termination date of the Notice of Obligation, or NOO, or after the NOO has been fully expended (whichever occurs first).

### **SECTION 4 - ELIGIBLE APPLICANTS**

Eligible applicants will be LWDBs. A LWDB can submit only one application.

Applicants must demonstrate their ability to: coordinate the design of the project; develop and implement an appropriate budget; collect and report performance management measures; and coordinate and evaluate the activities of the project.

### **SECTION 5 - APPLICATION AND SUBMISSION INFORMATION**

- A. MANDATORY APPLICATION DOCUMENTS: Applicants must complete all mandatory forms and any applicable optional forms in accordance with the instructions on the forms and the additional instructions below. Files submitted for the application **MUST** be in Adobe Portable Document Format (PDF) or Microsoft Word unless otherwise specified in this notice. All templates and general instructions may be found under the attachment, **SLIP 2020 PLANNING PACKAGE**.

#### **1. PROJECT NARRATIVE**

The Project Narrative must provide sufficient information so that reviewers will be able to evaluate the application in accordance with these merit criteria. Please use SLIP 2020 Plan Narrative Form and save this document in a file named **“ProjectNarrative.”**

## 2. BUDGET JUSTIFICATION FORM

Applicants must justify, in detail and by line item, the costs proposed in each cost category and any other information to support the budget. Please follow the general instructions for the completion of the Budget Justification Form and save this document in a single file named **“BudgetJustificationForm.”**

## 3. BUDGET FORM

Applicants must submit a detailed budget. The budget will be evaluated in terms of cost reasonableness and the relationship to proposed activities. Budgets must be for the time-period May 1, 2020 – Aug. 28, 2020. The budget will also become the financial basis for any award, including making cost reimbursement payments over the course of the project. The Commonwealth reserves the right to unilaterally modify application budgets, prior to, and/or after the award. Please use the SLIP 2020 Budget Form template and save this document in a single file named **“BudgetForm.”**

## 4. PERFORMANCE REPORTS

Applicants must submit two Demonstration Project Evaluations during the demonstration grant period. The Pre-Evaluation form, attached, is to be submitted with the SLIP 2020 proposal package. The Final-Evaluation form, attached, is to be submitted no later than Sept. 25th, 2020. As with past years, the SLIP Terms & Conditions document will be included in the SLIP NOO for all relevant LWDBs. Save the Pre-Evaluation form in a single file named **“PreEvaluationForm.”**

- B. SUBMISSION DATES AND TIMES: Applications must be submitted by **FRIDAY, JAN. 10, 2020, AT 4 P.M. EASTERN TIME**
- C. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS
- Application packages must be submitted ELECTRONICALLY by the application deadline.
  - Electronic application packages must be submitted to RA-LI-BWDA-YOUTH@pa.gov.
  - The subject line for your email submission must include **“RFP Application – STATE/LOCAL INTERNSHIP PROGRAM.”**

## SECTION 6 - AWARD ADMINISTRATION INFORMATION

- A. DISCUSSIONS AND AWARD: The Commonwealth may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable; (2) only a portion of the application is selected for award; (3) Additional or clarifying information is needed; and/or (4) special terms and conditions are required. Failure to satisfactorily resolve the issues within a specific period of time as identified by the Commonwealth may preclude award to the applicant.
- B. RIGHT TO REJECT OR NEGOTIATE: The Commonwealth reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.
- C. COMMITMENT OF PUBLIC FUNDS: The contracting officer is the only individual who can make awards or commit Pennsylvania to the expenditure of public funds. A commitment by other than the contracting officer, either explicit or implied, is invalid.

- D. NOTICES: Each applicant shall be notified in writing within 30 days after the award/denial decision is made regarding the submitted application.
- E. AWARDEE ADDITIONAL INFORMATION: Awardees will be required to enter into a workforce grant agreement with the L&I unless a current grant agreement is already in place.

**SECTION 7 - QUESTIONS/AGENCY CONTACTS**

- A. QUESTIONS: Questions regarding the content of this RFP must be submitted, in writing to, RA-LI-BWDA-YOUTH@pa.gov.