Additional Budget Guidance - WIOA Career & Business Services RFP

This guidance is provided to assist bidders in preparing budgets that are consistent with the bidding option(s) selected under the WIOA Career & Business Services RFP. It supplements, but does not replace, the RFP and published Questions & Answers. Bidders are responsible for reviewing all procurement materials and ensuring that their proposed budgets are consistent with the requirements applicable to each option proposed.

Guidance Applicable to all Bidding Options (1, 2, and 3)

Budget Structure and Funding Allocation. Do not allocate proposed costs by Adult versus Dislocated Worker funding or by workforce development area (Allegheny County versus City of Pittsburgh). Partner4Work may award specific funding amounts to a successful bidder by WIOA program and/or workforce development area based on available funding, contract discussions, Partner4Work priorities, and other applicable factors. A successful bidder may therefore be asked during contracting to provide separate or revised budgets reflecting the specific funding sources and amounts awarded and to deliver services consistent with those funding allocations.

General Cost Allowability. All proposed costs must be allowable under applicable federal, state, and local requirements, including the Uniform Guidance and requirements associated with the applicable funding source, and must be allocable to the proposed program. Budgets should be realistic and reasonable and should provide sufficient resources to perform the proposed services and meet applicable contract requirements. Bidders should avoid unnecessary or unusual expenditures and review applicable funding-source requirements and the Uniform Guidance when determining whether proposed costs are allowable.

Participant Training Costs. Do not include tuition or other direct occupational or work-based training costs for participants, including costs associated with Individual Training Accounts (ITAs), On-the-Job Training (OJT), Customized Job Training (CJT), or Incumbent Worker Training (IWT).

Guidance Applicable to Bidding Option 1 Only

PA CareerLink® Staffing. Option 1 staffing plans must indicate which proposed positions will be dedicated to PA CareerLink® Downtown Pittsburgh, PA CareerLink® Allegheny East, or both, consistent with the staffing and service-delivery requirements described in the RFP.

One-Stop Operating Costs and Shared Resources. Do not include in the proposed Option 1 budget costs that are considered one-stop operating costs shared by PA CareerLink® partners. Refer to Partner4Work's WIOA One-Stop Partner Memorandum of Understanding and related Infrastructure Funding Agreement (IFA) materials for additional information regarding PA CareerLink® operating budgets and shared cost allocation (https://www.partner4work.org/document/2024-wioa-one-stop-partner-memorandum-of-understanding-mou-for-the-city-of-pittsburgh-and-allegheny-county/).

Through the one-stop budgeting and resource-sharing process, PA CareerLink® partner staff, including the contracted Option 1 provider, are provided with basic office furnishings and access to shared resources. These generally include:

- Standard office furniture, such as cubicles or offices, desks, chairs, and file storage;
- Telephone service and related equipment;
- Internet service, including Wi-Fi;
- Access to multifunction printers/copiers/scanners; and
- Other shared resources available to PA CareerLink® partners or the public.

Partner4Work covers the Title I-B provider's applicable share of one-stop operating costs; therefore, these costs should not be included in the Option 1 proposed budget. Shared operating costs may also include rent, utilities, building maintenance, and information technology, equipment, supplies, furniture, signage, and other resources that are common to PA CareerLink® partners or made available to the public, including Career Resource Centers and classrooms.

Provider-Specific Supplies and Equipment. The Option 1 provider is responsible for supplies and equipment that are necessary to provide Title I-B services but are not considered shared one-stop operating costs.

These costs may include, but are not limited to:

- General office supplies;
- Laptops or desktop computers for provider staff;
- Provider-specific software applications;
- Servers or cloud storage used for provider files and information; and
- Information technology service or support specific to the provider's operation.

Ownership and disposition of equipment, materials, supplies, and computing devices will be determined in accordance with applicable requirements, including the Uniform Guidance.

Transition and Start-Up Costs. Supplies and equipment currently used by the existing Title I-B provider may or may not be available to an incoming provider. If a provider transition occurs, the condition, ownership, and availability of existing supplies and equipment must be assessed to determine whether they may appropriately be used by the incoming provider.

Non-incumbent Option 1 bidders should therefore include and clearly identify the supplies and equipment reasonably necessary to implement their proposed model, excluding shared one-stop operating costs described above. These costs should be clearly explained in the Budget Narrative so Partner4Work can distinguish one-time start-up costs from ongoing operating costs. If a provider transition occurs, final treatment of one-time start-up costs may be addressed during contract negotiation.