

REQUEST FOR PROPOSAL



Northeast PA Logistics and Transportation Industry Partnership Summer Enrichment Programs



www.nepapeopleonthemove.org

Northeast PA Logistics & Transportation Industry Partnership
A Joint Effort of the Luzerne/Schuylkill, Lackawanna, Northern Tier, and Pocono
Workforce Investment Boards

INTRODUCTION

Transportation and Logistics impacts every part of our daily life. Food, clothing, raw and finished materials – all must be shipped to from their point of origin to their final distribution point. The entire US economy is reliant upon the transportation industry. Warehouse workers load trucks, maintenance workers maintain the warehouse equipment, truck drivers deliver goods to their destinations and diesel mechanics maintain the safe operations of the vehicles. Supervisors at all levels support ongoing operations. In 2002, transportation-related goods and services accounted for more than 10 percent—over \$1 trillion—of U.S. Gross Domestic Product. Transportation also contributes to the economy by providing millions of jobs. It allows men and women to earn their living by manufacturing vehicles and by driving, maintaining, and regulating them to allow for the safe and efficient movement of goods and people. One out of every seven jobs in the United States is transportation related. Transportation jobs in transportation industries as well as in non transportation industries employed nearly 20 million people in 2002, accounting for 16 percent of U.S. total occupational employment. Long term industry projections for Pennsylvania anticipate a 44.2% growth in the Transportation and Logistics industry projected from 2004-2014, for a total employment demand of 104,720 trained workers¹. Schuylkill and Luzerne counties are at the heart of the transportation corridors. With a combined labor pool of 232,200 workers, L&T currently employs 10,806 workers, or 4.6% of the total workforce. The anticipated demand will create a need for 4,754 new L&T workers over the next 7 years in the two county areas alone!

Members of tomorrow's workforce will require greater education and skills. According to the United States Department of Labor, within the next five years, seventy percent of the jobs in the thirty fastest-growing industries in the United States will require an education beyond high school, while forty percent of all new jobs will require at least an associate's degree. Additionally, there are longstanding arguments that investments in higher education confer personal benefits and generate desirable social results beyond a higher paycheck for the individual or a better economic future for the state.

In order to meet the education and training needs of Northeast Pennsylvania's future workforce, the **Northeast PA Logistics and Transportation Industry Partnership has as a central focus for increasing the number of students who will attend and succeed in post secondary education leading to employment in the L&T industry.** To support its focus on increasing the number of students who will enter the L&T industry, the Northeast PA Logistics & Transportation Industry Partnership will provide funds, funded through the Governor's Job Ready PA Program, for a number of summer academic enrichment programs to be held throughout a 12 county service area. Counties included: Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Schuylkill, Sullivan, Susquehanna, Tioga, Wayne and Wyoming. The Summer Enrichment Programs will be held any time between June 9, 2008 and August 30, 2008 and will serve students who attend one of the elementary, middle or secondary schools in the service area.

AWARDS

The total number of awards for the 2008 Summer Enrichment Programs is expected to be between 3-5 – **based on availability of grant funds.** Colleges, Universities and technical schools must provide a minimum of a 25% cash or in-kind match for programs. Awards will reflect a judgment about the project's scope, quality, activities, relatedness to Northeast PA Logistics & Transportation Industry Partnership goals and the needs of local schools, and the number of students to be served.

TIMETABLE

March 5, 2008	Proposals due to Northeast PA L&T Partnership by 5:00 p.m.
March 14, 2008	Formal notification of grant awards
June 9, 2008 – August 30, 2008	Period during which programs must be offered

NOTE: THE LUZERNE/SCHUYLKILL WORKFORCE INVESTMENT BOARD, INC. IS THE FISCAL RECIPIENT OF THE FUNDS FOR THE NEPA LOGISTICS & TRANSPORTATION INDUSTRY PARTNERSHIP.

PROCEDURES FOR SUBMITTING PROPOSALS

Proposals must be typed, double-spaced, and one-side only, using Times Roman font no smaller than size eleven (11). The narrative should not exceed three (3) pages. Total number of pages, with budget and any attachments, must not exceed twenty (20).

One electronic file of the proposal (Microsoft Word or Adobe PDF) should be emailed to:

Jane Ashton, Project Manager
Northeast PA Logistics & Transportation Industry Partnership
c/o Luzerne/Schuylkill Workforce Investment Board, Inc.
jashton@wilkesbarre.org
570-823-2101, ext. 116

Proposals must be received no later than 5:00 p.m. Friday, March 5, 2008. Incomplete, illegible, or late submissions will not be reviewed.

PROCEDURES AND CRITERIA FOR PROPOSAL REVIEW

Summer enrichment program proposals will be rated on the extent to which the summer program would advance both of the following Northeast PA L&T Industry Partnership **goals:**

- (1) Introduce high school, middle school or elementary school students to the dynamic transportation, distribution, and logistics industry and the variety of career opportunities in demand by that industry.
- (2) Increase the academic/soft skill preparation of students so that attending post secondary education is a goal - and leading to employment in the Logistics and Transportation industry.

The summer program proposals will be reviewed and rated by members of the Northeast PA L&T Industry Partnership Executive Board. A total of one hundred (100) points may be awarded based on how well each of the following proposal quality criteria is met.

- Proposal Quality (60 Points) **Areas of Responsibility**
 - (1) Demonstrates the relevance of summer program goals to those of the Northeast PA Logistics & Transportation Industry Partnership program.
 - (2) Clearly states objectives and activities that support the summer program goals. State how the program addresses the skills required by industry as identified in the L&T Training Needs and Industry Analysis and Career Pathway Model. Available at www.nepapeopleonthemove.org
 - (3) Describes the student selection process and criteria.
 - (4) Describes procedures to be used in assessing students' progress (describe elements of career coaching provided to each student to identify short term and long term career goals).
 - (5) Proposes clearly articulated timelines. (dates program will be implemented)

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- (6) Describes innovative aspects of the program for the students to be served.
 - (7) Relates the credentials and describes the roles of key program personnel.
 - (8) Describes monitoring procedures and data collection. (from students, parents and program staff) Data (program outcomes) must be provided to the Northeast PA Logistics & Transportation Industry Partnership.
 - (9) Exemplifies a clearly organized and well-written proposal.
- **Adequacy of Resources (40 Points) Areas of Responsibility**
 - (1) Proposes an adequate and reasonable budget, including a statement of matching funds.
 - (2) Shows the adequacy of institutional resources available (e.g., room and board, instructional materials, professional staff, instructors*, student monitors, and other resources as consistent with the summer program proposal).

PROCEDURES FOR MAKING AWARDS

Official notification of awards will be provided by March 14, 2008. Grant funds will be immediately available on a cost reimbursement basis.

PROPOSAL FORMAT

Each proposal must include the following four parts and two appendices.

Part I	Cover Page (with signatures)
Part II	Project Abstract
Part III	Proposal Narrative
Part IV	Budget

Part I: Cover Page. A grant application cover page is attached. The project director's name and an email address for that person should appear on the cover. All official correspondence about the grant will be directed to the project director.

Part II: Project Abstract. A one-page description of the project and all required information should be provided on the attached Project Abstract form. Abstracts should provide a clear, well-written summary of the project goals, objectives, activities, target population, expected number of participants and program outcomes.

Part III: Proposal Narrative. The narrative should include the following sections:

- *Summer Program Goals* – Provide a statement of program goals that articulates how the summer experience will support the stated mission of Northeast PA Logistics & Transportation Industry Partnership

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- *Project Activities* – Provide a description of the activities for the proposed project. Describe how the activities relate to achievement of the project goals and objectives. Details concerning the activities, schedule, time allotted for the activities, and staff responsibilities should be included.
- *Key Project Personnel* – Describe the role of the program director and identify other people who will be responsible for project activities. Specify the time commitment for each individual in terms of percentage of time spent on specific activities. The Project Director's attendance at and involvement in grant-supported activities is encouraged.

Part IV: Budget. Provide an itemized budget indicating projected program expenditures. Please provide explanations of the source and extent of matching funds. Include all support provided by the sponsoring institution or secondary schools.

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PART I

COVER PAGE

GRANT PERIOD: June 9, 2008 – August 30, 2008

Name of Institution _____

Address _____

City _____ State _____ Zip Code _____

PROGRAM STAFF INFORMATION

Program Director Name: _____

Telephone Number (Work) _____ FAX Number (Work) _____

Email Address _____

Signature: _____ Date: _____

PART II
PROJECT ABSTRACT

Name of Institution: _____

Program Director: _____

Proposed Program Dates: From _____ To _____

Part III
PROPOSAL NARRATIVE

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