



workforce  
SOUTHWEST WASHINGTON

## Workforce Southwest Washington (WSW) REQUEST FOR PROPOSALS

**For the period July 1, 2024 – June 30, 2027**

Economic Security for All

Investing in poverty prevention and business support and navigation efforts to move eligible individuals within Clark, Cowlitz, and Wahkiakum counties into quality jobs.

Release date: February 16, 2024

**Due date: April 1, 2024, by 5 p.m. (Pacific Time)**

Any proposals received after that time will not be accepted.

*Workforce Southwest Washington is an equal opportunity employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities. Washington Relay 711.*



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## **INTRODUCTION**

Founded in 2002, [Workforce Southwest Washington \(WSW\)](#) is the Local Workforce Development Board designated by federal Workforce Innovation and Opportunity Act (WIOA) legislation as the policy, planning, and oversight body for the public workforce system in Clark, Cowlitz, and Wahkiakum counties. WSW is a 501(c) 3 nonprofit organization that provides funding to community-based organizations, nonprofits, education, and others to provide employment services and training to youth and adults seeking jobs or skills for career advancement. As an organization, WSW is committed to working with our community to invest in transformative change that breaks down systemic racism and provides equitable access and opportunity for Black, Hispanic, Indigenous, Asian, and other People of Color, those with disabilities, those who are currently navigating poverty, and LGBTQIA+ members of our community. WSW envisions a region where economic prosperity and growth exist for every person.

According to the WA Employment Security Department, over 1.8 million Washingtonians, 26% of the state's population, are currently living in households that earn less than 200% of the Federal Poverty Level ([FPL](#)). Of those, over 500,000 are children, greater than the populations of many cities in Washington.

Economic Security for All (EcSA) is an initiative for building and testing locally developed approaches for streamlining access to existing workforce development services and benefits, helping low-income individuals move out of poverty. The EcSA poverty reduction model coordinates existing programs to increase their collective ability to support low-income Washingtonians in their pursuit of equity, dignity and sustained self-sufficiency. In the service area of Cowlitz, Wahkiakum, and Clark counties, the program is also known as "Thrive."

The framework of EcSA-Thrive is to:

- Help people move out of poverty to a [self-sufficiency](#) wage, with a strong focus on equity.
- Bundle workforce, education and social services to stabilize participants lives.
- Establish and implement customized career plans to reach self-sufficiency.
- Increase local business navigation support of available resources and develop business partnerships that lead to training and employment opportunities.

Washington State's Governor Inslee piloted EcSA using Governors Discretionary WIOA funds (Federal EcSA). Initial funds were awarded to four local partnerships in July 2019, and among the four was WSW. Thrive (EcSA) was focused on Cowlitz County and operated with the goal of reducing poverty in specific neighborhoods in 2019. Through the local pilot, 180 participants were enrolled with 63 placements into training and employment.



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In 2021, efforts were made to expand the program statewide. Through support of the Governor's Office (Federal EcSA) and WA State's budget (State EcSA), the EcSA program gained additional funding and was expanded. To date, over 495 participants have been enrolled into the EcSA program with 260 placements in training and employment.

Currently, the EcSA program supports individuals 18 years old and up and are determined to be underemployed. Specifically, individuals whose wages earned are below 200% of the Federal Poverty Level or at risk of falling below 200% the Federal Poverty Level. The program supports business engagement and navigation, focusing on increasing local business partnerships that lead to high-quality training and employment opportunities for job seekers.

### **PURPOSE OF THE REQUEST FOR PROPOSALS**

WSW is soliciting proposals for the delivery of services to Adults, Opportunity Youth and Businesses within Clark, Cowlitz, and Wahkiakum counties of Washington State under the Economic Security for All (Thrive) program. This RFP is looking to identify organizations capable of offering integrated workforce services, with a focus on holistic support and training, to aid individuals 18 and up in achieving economic success.

The Thrive program is comprised of the following key elements:

- **Recruitment and Enrollment (Adult)**
  - Work collaboratively with community partners to recruit and enroll eligible participants ages 18+ living in Clark, Cowlitz, or Wahkiakum counties who are below 200% of the Federal Poverty Level or at risk of falling below.
  - Priority of recruitment and enrollment from diverse individuals (e.g., low-income, individuals with disabilities, LGBTQIA+, foster, unhoused, etc.), who are from historically underserved communities (including Black, Latino/a/x, Hispanic, Asian, Pacific Islander, Indigenous communities) is expected.
- **Recruitment and Enrollment (Opportunity Youth)**
  - Opportunity Youth are defined as young adults between the ages of 18-24 who are not enrolled in school nor engaged in work or in-school youth who need additional support before they become disconnected.
  - Work collaboratively with community partners to recruit and enroll eligible Opportunity Youth between the ages of 18-24 living in Clark, Cowlitz, or Wahkiakum counties who are below 200% of the Federal Poverty Level or at risk of falling below.
  - Priority of recruitment and enrollment from diverse individuals (e.g., low-income youth, youth with disabilities, LGBTQIA+, foster, unhoused, etc.), who are from historically underserved communities (including Black, Latino/a/x, Hispanic, Asian, Pacific Islander, Indigenous communities) is expected.
- **Case Management (Adult + Opportunity Youth)**
  - Provide case management for all enrolled participants.



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- Ensure that each participant establishes and implements customized career plans to reach 100% of the participant's Income adequacy and Self-Sufficiency goals as determined by the [Self-Sufficiency Calculator tool](#).

#### **Self-Sufficiency Calculator (Adult + Opportunity Youth)**

- Utilize the [University of Washington Self-Sufficiency Calculator](#) as an outcome/performance indicator for participants.
- Complete the Self-Sufficiency calculator assessments at the time of enrollment and review them before any training and post placement in employment for all participants.

#### **Subsidized Training and Education (Adult + Opportunity Youth)**

- Connect participants to a variety of workshops hosted/approved by WorkSource to develop workplace readiness and other essential workplace skills.
- Connect and encourage participants to utilize and explore On-The-Job Training, Apprenticeship, Occupational Skills Training, Transitional Jobs, and Work/Internship Experience.
- Connect participants to the [WA College Grant](#).
- Strategize with the WorkSource Business Services team to understand job demand and employer relationships and prepare participants for quality job opportunities.

#### **Support Services (Adult + Opportunity Youth)**

- Connect and provide participants with supportive services based on their assessed needs, to ensure full access to available support to further their success.
- Utilize a Bundled Services Desk Aid to ensure equitable referrals. See Appendix A for more information regarding the template.

#### **Basic Food and Employment Training Integration (Adult)**

- Enroll eligible participants in the Basic Food and Employment Training (BFET) program. More information about BFET can be found [here](#).

#### **Incentives (Adult + Opportunity Youth)**

- Provide access to a monthly \$1,000 incentive for making progress on their customized career plans, made available via WorkSource Kelso and WorkSource Vancouver.
- Utilize the [CLIFF Dashboard](#) tool to support applicable participants with long-term career and resource/benefits planning.

#### **Employment Placement (Adult + Opportunity Youth)**

- Support the placement of qualified participants into quality jobs working collaboratively with the WorkSource Business Services team.
- Collaborate with the WorkSource Business Services team to help match and refer work-ready participants to employment opportunities.



- **Post-Employment (Adult + Opportunity Youth)**
  - Connect with placed participants for up to two months post-employment to support their employment retention.
- **Business Navigation (Adult + Opportunity Youth)**
  - Collaborate with partners located within the local WorkSource centers to increase local business navigation support and develop business partnerships that lead to training and employment opportunities.
  - Support employers in their recruitment and retention of employees, including but not limited to EcSA participants.
  - Priority of engagement and outreach to businesses with leadership from diverse and historically underserved communities (including Black, Latino/a/x, Hispanic, Asian, Pacific Islander, and Indigenous communities) is expected.
- **Data Entry (Adult + Opportunity Youth)**
  - Utilize the Case Management tool Efforts to Outcomes (ETO) or its successor to ensure timely data management of all program activities.
  - Utilize the Self-Sufficiency Calculator to ensure timely data management of Self-Sufficiency Wage activities.
  - When applicable, utilize eJAS to ensure timely data management of all BFET activities.
  - When applicable, utilize Launchpad to ensure timely data management of all business engagement and navigation activities.

Respondents can submit a proposal for either Clark County, Cowlitz County or Wahkiakum County, **or** all three. Proposals specific to one county must include detailed plans for integration of services and collaboration of partners with the nearest [WorkSource](#) and [Next](#) centers. Service delivery is expected to occur at or in collaboration with the WorkSource centers in Clark and Cowlitz County and Next. Co-locations of staff at local community-based organizations are also encouraged.

Respondents may choose to submit a proposal for the following program elements: **Adults**, **Opportunity Youth** and/or **Business Services**. Respondents are not required to submit a proposal that includes all elements. Respondents may submit a proposal for only Adults, only Opportunity Youth, or only Business Services, or any combination of program elements.

Further performance targets will be set based on the proposer to include the number of individuals below 200% of the Federal Poverty Level and individuals above 200% of the Federal Poverty Level entering training and gaining employment at self-sufficiency and income adequacy wages and if applicable business engagement. Performance targets will be tracked quarterly. Additional performance targets will be required depending on the funding category.



### **WorkSource**

WorkSource Vancouver, serving Clark County and WorkSource in Kelso serving Cowlitz and Wahkiakum are partners of the nationwide system of American Job Centers and provide a full range of assistance to job seekers and businesses under one roof. Established under the Workforce Investment Act and reauthorized in the Workforce Innovation and Opportunities Act (WIOA) of 2014, centers offer employment-and-training-related services including job search and preparation assistance. Each WorkSource center has a resource room for job seekers with access to technology and workshops. WorkSource in Wahkiakum's presence is through WSW's investment in the Employ Wahkiakum program.

### **Next**

Next helps young adults ages 16-24 get set for success by providing the holistic support and training they need to create the future they want. Next provides a safe space where youth can connect and access the education and career support, they need to take charge. Next is designed to mitigate barriers to success by co-locating key education, career skills training and other youth-serving agencies under one roof. It is the region's only career and education one-stop center for young adults. Next has it's a physical building in Clark County. Next's Cowlitz and Wahkiakum counties presence are through partnership with Goodwill's Longview Work Opportunity Center and Wahkiakum's Health and Human Services to best serve and support youth in Cowlitz and Wahkiakum.

### **Priority Populations**

Priority of services and outreach in the Thrive program will be given to organizations and individuals 18 years and older, are above or at risk of falling below 200% of the Federal Poverty Level, from diverse and underserved communities (e.g., low-income youth, youth with disabilities, LGBTQIA+, foster, unhoused, etc.), and who are from historically underserved racial communities (including Black, Latino/a/x, Hispanic, Asian, Pacific Islander, Indigenous communities). All participants are expected to have the same level of access to Thrive program services and support.

### **ESTIMATED BUDGET AMOUNT**

An estimated total budget shall not exceed \$875,000.000 and includes the cost to plan, develop, and implement the project, as well as provide monthly qualitative and quantitative reports to WSW.

If additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services. **All funding category amounts are based on estimates.** Any contract(s) awarded because of this procurement is contingent upon the availability of funding. Contract start and end dates may change during the negotiation process with the successful proposer.



**Budget Program Elements (Opportunity Youth)**

The total estimated budget shall not exceed \$300,000.

Opportunity Youth focused programs will serve individuals above and below 200% of the Federal Poverty Level who reside or work within Clark, Cowlitz, and Wahkiakum counties from the ages of 18-24.

- Funding expended for participants above and under 200% of the Federal Poverty Level may not exceed a cost per participant of \$7,135.
- Up to 15% of the projected planned performance for below 200% of the Federal Poverty Level may be designated to serve individuals whose documentation places their household income above 200% of the Federal Poverty Line, but who are at risk of falling below.

**Budget Program Elements (Adult)**

The total estimated budget shall not exceed \$530,000.00.

Priority will be placed on individuals who are underemployed or are above 200% of the Federal Poverty Level, as well as individuals who are unemployed or are below 200% of the Federal Poverty Level. Further, a priority should be placed on individuals who are also BFET eligible. Adult-focused program will serve individuals above and below 200% of the Federal Poverty Level who reside within SW WA (Clark, Cowlitz, Wahkiakum) above the age of 18.

- Funding expended for participants under 200% of the Federal Poverty Level may not exceed a cost per participant of \$7,135.
- Funding expended for participants above 200% of the Federal Poverty Level may not exceed a cost per participant of \$5,000.

**Budget Program Elements (Business Services)**

The total estimated budget shall not exceed \$45,000.

**PROPOSAL REQUIREMENTS AND SUBMISSION**

Proposals are due April 1, 2024, by 5 p.m. Pacific Time. Proposals must be submitted electronically to [info@workforcesw.org](mailto:info@workforcesw.org) as PDF documents with "Thrive Proposal" in the subject line.

Organizations eligible to submit proposals include all qualified private for-profit entities, community-based organizations, nonprofit entities, and government agencies or governmental units that are licensed to perform work in Washington State.





Qualified bidders must provide proposals including the following information:

1. Proposal Summary (1 page maximum; 5 points possible)
  - a. Provide an executive summary of your proposal.
2. Demonstrated Experience and Ability (5 pages maximum; 15 points possible)
  - a. Describe your organization/consortium and its structure and explain why you are the best fit for this work. If applying as a consortium, please name each partner, describe how each partner contributes to an effective consortium, and share the strategies utilized within the consortium to effectively collaborate.
  - b. Describe your organization/consortium's administrative experience related to program design, delivery, and management, as well as staff management, financial management (including the use of acceptable accounting practices and controls), and performance management.
  - c. Describe your organization/consortium's experience in delivering workforce services, including any knowledge and experience with federal funding sources, Department of Labor and/or WIOA regulations, and federal, state, and local performance measures. If you lack experience in these areas, describe your plan for meeting the requirements.
  - d. Describe organization/consortium's past success in meeting or exceeding performance metrics when serving the proposed priority populations. What are these measures, and how were they tracked? What best practices were applied to achieve success? If you lack prior experience meeting or exceeding performance metrics, please provide other convincing evidence for why you would meet or exceed success metrics for this program.
  - e. Please share your organization/consortium's experience developing relationships with and serving historically underserved and excluded populations, such as veterans, individuals with disabilities, individuals who are currently unhoused, individuals who are navigating poverty, people of color, and/or members of the LGBTQ+ community.
  - f. Describe your organization/consortium's approach to developing and supporting employment opportunities that align with the Quality Jobs Standards detailed in the Columbia-Willamette Workforce Collaborative's [Quality Jobs Framework](#).
3. Relationships and Collaboration (5 pages maximum; 15 points possible)
  - a. Describe how your organization/consortium will partner with external community-based organizations and service providers to provide services. If applying as a consortium, please note which organization will provide lead services.
  - b. Describe in detail the mechanisms you will put into place to assure clear communication between partners, as well as procedures you will utilize to resolve disputes or address program challenges or issues as they arise.





- c. If applying as a consortium, describe each partner's role or service in your program (provide staff, materials, training, wages, facilities, rent, outreach, etc.), services provided, funding sources, and funding stability, the amount you will pay them for their services (if applicable), and the amount of financial or in-kind resources they provide to the program. Please attach letters of commitment documenting their relationship and role with you.
  - d. Please provide a detailed plan for how you propose to work with the Business Services teams at WSW, WorkSource, and Next to meet the workforce needs of businesses in Clark, Cowlitz, and Wahkiakum counties.
  - e. Describe your philosophy in working with business and share how you will approach building strong business ties.
  - f. Please provide a detailed Community Engagement Plan for how you will build relationships with or further engage community partners, schools, and local government in Clark, Cowlitz, and Wahkiakum counties. Describe your philosophy on working with partners in these areas and describe detailed county-specific strategies for building strong ties in these areas.
  - g. Explain how you will develop and implement an outreach strategy and tasks to recruit participants from priority populations, including those who are from diverse backgrounds and may be historically marginalized, underserved or excluded. Also discuss your plans to outreach and engage with businesses, in partnership with WSW.
4. Program Design (10 pages maximum; 25 points possible)
- Please provide a compelling description of your program design in response to the questions listed below. This is a free-form response. You do not need to respond to the questions in the order listed.
- a. How does your proposal meet the goals and desired results of the RFP?
  - b. How will you identify and serve the identified priority populations in Clark, Cowlitz, and Wahkiakum counties, and how will your proposed services increase the likelihood of participants reaching the desired outcomes?
  - c. Describe your experience with the trauma-informed care model. Describe how you will implement the trauma-informed care model as a best practice in the program.
  - d. Describe your program's organizational and staffing model and the benefits of this model.
  - e. Please specifically address how your outreach and recruitment strategies will help you engage underserved communities and who are from historically underserved racial communities (including Black, Latino/a/x, Hispanic, Asian, Pacific Islander, and Indigenous communities). Please share how your recruitment and programming will meet these communities' needs.
  - f. Describe how you will implement emerging technology and best practices into programming.
  - g. Describe how your program will integrate with WorkSource and/or Next to seamlessly engage and serve priority populations.



- h. Describe how you will communicate with WorkSource and Next to best collaborate and serve the needs of participants.
- i. Describe the steps you will take to ensure WorkSource and/or Next continues to have high rates of participation and high numbers of return visits. Describe your strategy for preserving and enhancing WorkSource and/or Next's dynamic, inviting, and culture to drive high visitor numbers and performance.
- j. Describe how your organization or consortium will implement procedures to serve as safeguards in case of staff turnover or unexpected staff absence.
- k. Describe other innovative and unique components of your proposal.
- l. Attach additional Bundled Services Desk Aids if applicable for approval within this space.

5. Budget Detail and Narrative (5 pages maximum; 15 points possible)

- a. Please complete the applicable budget detail forms below.
- b. For the Adult Services budget detail, separate budget planning across the following categories:
  - i. Adult Above –\$165,000
  - ii. Adult Below – \$365,000

Thrive Youth Service Delivery	Below and Above 200% the Federal Poverty Level	Total Budget
	PY 24	PY 24
<b>Direct Career Service &amp; Training Personnel Expenses</b>		
Staff Salaries & Wages		
Employee Benefits		
Payroll Taxes		
<b>Total Direct Career Service &amp; Training Personnel</b>		



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<b>Operating Expenses</b>		
Professional Fee		
Supplies, Postage & Shipping		
Telephone		
Travel, Conferences and Meetings		
Insurance		
<b>Total Operating</b>		
Support Service & Training, Tuition, Books		
<b>Total Participant Support</b>		
<b>Other</b>		
Indirect Costs		
Management Fee (for-profit companies only)		
<b>Total Other</b>		
<b>Total Budget</b>		



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Thrive Adult Service Delivery	Below 200% the Federal Poverty Level	Below 200% the Federal Poverty Level and BFET eligible	Above 200% the Federal Poverty Level	Total Budget
	PY 24-25	PY 24-25	PY 24-25	PY 24-25
<b>Direct Career Service &amp; Training Personnel Expenses</b>				
Staff Salaries & Wages				
Employee Benefits				
Payroll Taxes				
<b>Total Direct Career Service &amp; Training Personnel</b>				
<b>Operating Expenses</b>				
Professional Fee				
Supplies, Postage & Shipping				
Telephone				
Travel, Conferences and Meetings				
Insurance				
<b>Total Operating</b>				
Support Service & Training, Tuition, Books				



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<b>Total Participant Support</b>				
<b>Other</b>				
Indirect Costs				
Management Fee (for-profit companies only)				
<b>Total Other</b>				
<b>Total Budget</b>				

<b>Thrive Business Service Delivery</b>	<b>Business Engagement and Navigation</b>	<b>Total Budget</b>
	<b>PY 24</b>	<b>PY 24</b>
<b>Direct Career Service &amp; Training Personnel Expenses</b>		
Staff Salaries & Wages		
Employee Benefits		
Payroll Taxes		
<b>Total Direct Career Service &amp; Training Personnel</b>		
<b>Operating Expenses</b>		



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Professional Fee		
Supplies, Postage & Shipping		
Telephone		
Travel, Conferences and Meetings		
Insurance		
<b>Total Operating</b>		
Support Service & Training, Tuition, Books		
<b>Total Participant Support</b>		
<b>Other</b>		
Indirect Costs		
Management Fee (for-profit companies only)		
<b>Total Other</b>		
<b>Total Budget</b>		

- c. Additionally, please include a budget narrative that provides insight into your budget assumptions, notes the sources of leveraged funds and amounts, explains any unique expenditures, and details other relevant budget information you would like the evaluation committee to know.



## 6. Planned Performance Numbers

- a. Please complete one Performance Form for each county you propose to serve, as applicable. Please use unduplicated numbers. When projecting numbers, use best-guess projections and assume full program funding per category.

<b>Youth Focused Program Elements Planned Performance (County Name)</b>	PY24
	July 2024 -June 2025
Eligible individuals below 200% of the Federal Poverty Level enrolled in EcSA	
Participants placed in training for employment at or above their self-sufficiency wage goal	
Participants entering employment at or above their unique UW Self-Sufficiency wage goal	
Eligible individuals above 200% of the Federal Poverty Level enrolled in EcSA	
Participants placed in training for employment at or above their self-sufficiency wage goal	
Participants entering employment at or above their unique UW Self-Sufficiency wage goal	

<b>Adult Focused Program Elements Planned Performance (County Name)</b>	PY24
	July 2024 -June 2025
Eligible individuals below 200% of the Federal Poverty Level enrolled in EcSA	
Participants placed in training for employment at or above their self-sufficiency wage goal	
Participants entering employment at or above their unique UW Self-Sufficiency wage goal	
Eligible individuals above 200% of the Federal Poverty Level enrolled in EcSA	
Participants above 200% of the Federal Poverty Level placed in training for employment at or above their self-sufficiency wage goal	
Participants above 200% of the Federal Poverty Level entering employment at or above their unique UW Self-	



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Sufficiency wage goal	
Eligible individuals below 200% of the Federal Poverty Level and BFET eligible enrolled in EcSA	
Participants below 200% of the Federal Poverty Level and BFET eligible placed in training for employment at or above their self-sufficiency wage goal	
Participants below 200% of the Federal Poverty Level and BFET eligible entering employment at or above their unique UW Self-Sufficiency wage goal	

Business Services Focused Program Elements Planned Performance (County Name)	PY24
	July 2024 -June 2025
# of employers engaged	
# of EcSA participants connected to training or employment opportunities developed through business engagement	

7. Letters of Support (Yes/No/NA)

- a. Please provide letters of support from key partners. Letters should outline the partner's relationship with the lead proposer, detail the role they will play in the partnership, specific the duties they have agreed to, and note any specific commitments.

### **SCORING OF PROPOSALS**

Proposals will be scored on competitiveness, allowability, and reasonableness. Each proposal will be scored against the requirements listed above and based on the scoring breakdown noted below.

1. **Proposal Summary:** 5 points possible
2. **Demonstrated Experience and Ability:** 15 points possible
3. **Relationships and Collaboration:** 15 points possible
4. **Program Design:** 25 points possible
5. **Budget Detail and Narrative:** 15 points possible
6. **Letters of Support:** Yes/No/NA

The maximum number of points possible is 75 points. Points will be awarded for Sections 1 – 5. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified the organization or consortium is to successfully carry out their proposal. Section 6 will be evaluated as either yes, no, or not applicable (NA); a “no” in this section can eliminate the proposer from award consideration.



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All sections must be completed. Failure to complete all the sections to the satisfaction of WSW will eliminate the proposer from award consideration.

Applicants may apply as single entities or as a consortium. Applicants are encouraged to provide letters of support from additional partners.

### **TIMELINE FOR PROPOSAL SUBMISSION, REVIEW AND AWARD OF CONTRACT**

- March 1, 2024: Virtual Proposer Conference from 9-10:30 a.m. [RSVP Here](#)
- April 1, 2024, by 5 p.m. (Pacific Time): Proposals due to WSW by electronic submission.
- April 15, 2024: Proposal Presentations at [WSW](#) from 1-5 p.m. (Pacific Time)
- April 24, 2024: Deadline for proposals to be reviewed and scored by review committee.
- May 22, 2024: Executive Committee review and recommend proposed bidder(s) and contract(s) amount to the Board of Directors.
- June 11, 2024: Full WSW Board of Directors review and approval of proposed bidder(s) and contract(s) amount.
- June 12, 2024: All qualified proposers are notified of the award decision.
- June 12, 2024: contract(s) negotiations begin with selected provider.
- June 28, 2024: Deadline for contract(s) to be executed.
- July 1, 2024: Selected subrecipient(s) begin providing services.

WSW reserves the right to make changes to the above timeline or cancel any events.

For any timeline questions, please email [info@workforcesw.org](mailto:info@workforcesw.org).

### **QUESTIONS AND ANSWERS:**

Pre-proposal questions will only be accepted via email at [info@workforcesw.org](mailto:info@workforcesw.org) and should include "Question re: Thrive RFP" in the subject line.

Questions will be published "as written" and answers will be publicly posted on the WSW website for all proposers to review. **Questions will not be answered over the phone or in-person.**

Until questions are received from proposers by email, no questions or answers will be posted for review.

Questions and answers will be publicly posted on the WSW website the following Monday morning after the question is received. It is the proposer's responsibility to check the [webpage](#) weekly to stay connected and apprised throughout the process.

Questions received after 5 p.m. on March 28, 2024, will not be answered.



## **PROVISIONS AND DISCLAIMERS**

1. Any solicitations are contingent upon the availability of funds.
2. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
3. WSW reserves the right to accept or reject any or all proposals received.
4. WSW reserves the right to waive informalities or minor irregularities in offers received.
5. This RFP does not obligate WSW to award a contract.
6. This RFP is for Economic Security for All that is being administered through the Washington Employment Security Department and other related programs and funding streams which may become available to WSW during this funding period.
7. Awarded bidder must provide proof of current System for Award Management – <http://SAM.GOV/> registration.
8. WSW may accept any item or group of items of any proposal, unless the proposer qualified its offer by specific limitations.
9. WSW may select a provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to WSW.
10. WSW reserves the right to request additional data, oral discussion, or documentation in support of written proposals.
11. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
12. Formal notification to award a contract and the actual execution of a contract are subject to receipt of funds anticipated, results of negotiations between selected bidder(s) and WSW staff, and continued availability of funds.
13. The awarded bidder may not subcontract any portion of the contract to another entity without prior written approval.
14. Any changes to the Grant Funding program, performance measures, funding level, or the WSW Board of Directors' direction may result in a change in contracting. In such instances, WSW will not be held liable for what is in the proposer's proposal or this Request for Proposals package.
15. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, all applicable Department of Labor Employment and Training Administration guidelines, all applicable federal regulations, State of Washington policies, and WSW policies and procedures.
16. Additional funds received by WSW may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of WSW.
17. The contents of the proposal are truthful and accurate, and the named proposer agrees to comply with the policies stated in this RFP.
18. Proposers shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Federal Uniform Administrative



Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, EcSA WorkSource Information Notice #0140, EcSA WorkSource Information Notice #0129 Change 3, EcSA WorkSource Information Notice #0135, BFET Providers Handbook, and all WIOA Title I and WorkSource System Policies and Guidance.

19. All proposers must ensure equal opportunity for all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medication conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status.
20. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
21. Proposers will allow local, state, and federal representatives access to all records, program materials, staff, and participants.
22. WSW encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written appeals and disputes should be addressed to Workforce Southwest Washington, 805 Broadway, Suite 412, Vancouver, Washington 98660. Any bidder who wishes to contest the award(s) of funding under this RFP must write to WSW within 30 calendar days from the date the funds are awarded. WSW will issue a decision on appeals within 30 days of receipt.
23. The contract award will not be final until WSW and the proposer have executed a mutually satisfactory contractual agreement. WSW reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WSW approval of the award and execution of a contractual agreement between the successful proposer and WSW.
24. WSW reserves the right to cancel an award immediately if new state or federal regulations or policy make it necessary to change the program purpose or content substantially or to prohibit such a program.
25. WSW reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.

## **Appendices**

### Appendix A

## **Bundled Service Plan – Program/Resource Desk-Aid**



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Consistency of service supports equity and participant success. This desk-aid is intended as a simple tool to empower frontline staff with the basic knowledge about the 8 programs and resources below so they can ensure that every participant they interact with is aware of each of these resources, and has the key information needed to know how to connect with them, based on need.

This tool is intended for use by frontline staff who interact directly with participants —this could include staff at WorkSource Centers, DSHS Community Services Offices, Community Colleges, WIOA providers, and other organizations that support participants experiencing poverty.

*This tool is only intended to convey key basic information on this core set of resources and programs— participants and case managers should be encouraged to seek additional information on these and other resources, based on individual need.*

**Key notes on usage:**

- Staff should use the guiding questions consistently with each participant to guide connection to resources as appropriate. If desired, questions may be reordered to start with those questions provided by the staff person's own organization (i.e., a training-related organization would start with training-related questions)
- Based on participant responses to the guiding questions, staff should walk through the information for each resource needed by the participant and act to directly make a connection for the participant (call or email the appropriate contact) and help the participant follow through and plan to begin applying for each additional resource
- This tool may be used as a stand-alone frontline staff reference, or as a supplement incorporated into existing tools

**Guiding Questions**

1. Do you have children?
  - a. Would you like help paying for or providing childcare?
  - b. Would you like support to access pre-school?
2. Do you have enough food to feed you and your family?
3. Would you like help finding a job?
4. Would you like help with education or training to get a job?
5. Do you have a stable, safe place to live?



Program/Resource	Minimum Eligibility	Required Documentation	Connection info
<p><b>Financial Aid Support:</b> FAFSA/WASFA completion Washington College Grant (WCG) and Pell Grant</p> <p><b>FAFSA:</b> Free Application for Federal Student Aid. Complete the FAFSA to be considered for both Federal financial assistance (Pell Grant, loans) and State aid (Washington College Grant). Completing the FAFSA will ensure that you receive the most funding available to you.</p> <p><b>WASFA:</b> The Washington Application for State Financial Aid is the application for those who are not able complete the FAFSA. By completing the WASFA, you will be considered for State financial aid only (WCG).</p>	<p><b>FAFSA:</b> Be a U.S. citizen or eligible noncitizen</p> <p><u>Pell Grant</u></p> <ul style="list-style-type: none"> <li>Financial need, income based</li> <li>Have not earned a bachelor's degree</li> </ul> <p><b>WASFA:</b> Undocumented or do not qualify for federal financial aid because of immigration status.</p> <p><u>Washington College Grant (WCG)</u></p> <ul style="list-style-type: none"> <li>Primarily <u>income based</u></li> <li>Attend an <u>eligible in-state college or university</u></li> </ul>	<p><b>FAFSA:</b> Completed tax return</p> <p><b>WASFA:</b> Not required to file a tax return. Complete financial information using alternative documents (bank statements, W-2, etc.)</p>	<p>Submit <b>FAFSA</b> online at: <a href="https://studentaid.gov/h/apply-for-aid/fafsa">https://studentaid.gov/h/apply-for-aid/fafsa</a></p> <p>Submit <b>WASFA</b> online at: <a href="https://wsac.wa.gov/wasfa">https://wsac.wa.gov/wasfa</a></p> <p><b>Local: College Financial Aid Office</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Phone</li> <li>Email</li> <li>Organization</li> <li>Address</li> </ul>
<p><b>Food Assistance:</b></p> <p><u>Washington Basic Food Program</u> - Federal SNAP and State Nutrition Assistance</p> <p>A food and nutrition program for individuals and families who meet income guidelines. Also known as the Food Stamp Program, Basic Food helps people to afford a nutritious diet by providing eligible households an electronic benefits card and monthly benefits to buy food (and seeds and plants to grow food) at participating grocery stores, farmers markets, and other participating vendors.</p>	<ul style="list-style-type: none"> <li>Income below 200% the Federal Poverty Level (for a household of 2, this would be \$36,620 annually)</li> <li><b>Federal</b> Food Stamp Program is limited to U.S. citizens; <b>State</b> program pays for Basic Food benefits to legal immigrants who do not meet the citizen rules for the federal program.</li> </ul> <p><i>Eligibility rules may differ slightly if there is a mixed household (federally eligible and ineligible) and income would be prorated accordingly.</i></p>	<ul style="list-style-type: none"> <li>Proof of identity (for head of household)</li> <li>Proof of income for the household.</li> </ul> <p><i>DSHS can help with this.</i></p>	<p><b>Local:</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Phone</li> <li>Email</li> <li>Organization</li> <li>Address</li> </ul> <p><b>Other:</b></p> <p>Submit an application online through the Washington Connection at <a href="http://www.washingtonconnection.org">http://www.washingtonconnection.org</a></p>
<p><b>Education:</b></p> <p><u>ECEAP and Early ECEAP</u> – Early Childhood Education and Assistance Program</p> <p>Pre-kindergarten program that prepares children under 4 years old for success in school and in life, providing child-centered, individualized preschool education and health coordination services on a foundation of strengths-based family support. The Department of Children, Youth, and Families (DCYF) oversees the program.</p>	<p><b>Early ECEAP:</b></p> <ul style="list-style-type: none"> <li>Younger than 3 years old</li> <li>Income at or below 50% of state median income (SMI) (for a household of 2, this would be \$36,774 annually)</li> </ul> <p><b>ECEAP:</b></p> <ul style="list-style-type: none"> <li>At least 3 years old by Aug. 31 of the current school year</li> <li>Income at or below 36% of the SMI (for a household of 2, this would be \$26,477 annually).</li> <li>Children from families with higher income may also qualify for these programs, if they meet other prioritization factors, including: tribal</li> </ul>	<ul style="list-style-type: none"> <li>Child age verification – birth certificate, medical record, passport, etc.</li> <li>Legal guardianship documentation</li> <li>Family size verification</li> <li>Income verification</li> </ul>	<p><b>Local:</b></p> <ul style="list-style-type: none"> <li>Name</li> <li>Phone</li> <li>Email</li> <li>Organization</li> <li>Address</li> </ul>





Program/Resource	Minimum Eligibility	Required Documentation	Connection info
	children, children with disabilities, or experiencing homelessness.		
<b>Childcare:</b> Working Connections Child Care ( <a href="#">WCCC</a> )  Helps eligible families pay for childcare. When a family qualifies for childcare subsidy benefits and chooses an eligible provider, the state pays a portion of the cost of childcare. Parents may be responsible for a copayment to their provider each month. The program pays for childcare while parents participate in approved activities, including: employment, education, and/or Workfirst/BFET plan activities.	<ul style="list-style-type: none"> <li>Income at or below 60% of the State Median Income (SMI) (for a household of 2, this would be \$43,629 annually)</li> <li>Child must be a U.S. citizen, legal resident, or otherwise eligible for federal benefits</li> <li>Must live in Washington state</li> </ul>	<ul style="list-style-type: none"> <li>Proof of legal status/residency for the child</li> <li>Proof of custody</li> <li>Family size verification</li> <li>Income verification, including child support received</li> <li>Documentation of participation in education or Workfirst/BFET activities</li> </ul>	<b>Local:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Phone</li> <li>Email</li> <li>Organization</li> <li>Address</li> </ul>
<b>Employment and Training:</b> WorkSource and Workforce Innovation and Opportunity Act (WIOA) providers offer a wide range of employment and training services to help participants gain the skills needed to find employment.  Intensive case management and training support is available through programs that target Adult, Youth, and Dislocated Worker job seekers,	Many basic workshops and career services are available to all Washington job seekers.  Intensive training and support are available based on the following:  <b>Youth:</b> <ul style="list-style-type: none"> <li>Ages 14-24 who are low income, and who may need help to complete an educational program or find and hold employment</li> </ul> <b>Adults:</b> <ul style="list-style-type: none"> <li>Ages 18+, eligible to work in the US, meet selective service requirements</li> <li>Priority given to recipients of public assistance, other low-income individuals, veterans, and individuals who are basic skills deficient</li> <li></li> </ul> <b>Dislocated Workers:</b> meet 1 or more of the following - <ul style="list-style-type: none"> <li>Terminated or laid-off and unlikely to return to your previous job</li> <li>Self-employed, but the economy or a natural disaster has put you out of work.</li> <li>Displaced homemaker who is either unemployed or working a job that does not support your household</li> </ul>	No documentation required for basic services.  For Intensive Services: <ul style="list-style-type: none"> <li>Social security number</li> <li>Family size verification</li> <li>Income verification</li> <li>Documentation of Public Assistance</li> </ul> <i>Dislocated Worker specific:</i> <ul style="list-style-type: none"> <li>Names and addresses of all your employers for the past two years.</li> <li>Dates you worked</li> <li>The reason you became unemployed</li> <li>If you are not a U.S. citizen, have your employment authorization and expiration date.</li> </ul>	<b>Local:</b> <ul style="list-style-type: none"> <li>Name</li> <li>Phone</li> <li>Email</li> <li>Organization</li> <li>Address</li> </ul>





Program/Resource	Minimum Eligibility	Required Documentation	Connection info
<b>Healthcare:</b> <a href="#">Washington Health Plan Finder</a> – Free or low-cost Washington Apple Health is available year-round, and you may qualify for a special enrollment if you are uninsured or have certain life changes.	<a href="#">Smart Planfinder</a> can assist you in finding the right health plan. When shopping, answer a few questions for Smart Planfinder about your household's needs. Smart Planfinder will recommend the health plans that are most likely to meet these needs.		<b>Local:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone</li> <li>• Email</li> <li>• Organization</li> <li>• Address</li> </ul>
<b>Healthcare:</b> Apple Health ( <a href="#">Medicaid</a> ) coverage – In Washington State, Medicaid is called Apple Health. Apple Health provides preventative care, like cancer screenings, treatment for diabetes and high blood pressure, and many other health care services.	<ul style="list-style-type: none"> <li>• For a household of 2, monthly income below \$2,107</li> <li>• Are a U.S. citizen or meet Medicaid immigration requirements</li> <li>• Are not entitled to Medicare</li> </ul>	<ul style="list-style-type: none"> <li>• Income verification</li> <li>• Social security numbers for household members</li> <li>• Birthdates for household members</li> <li>• Immigration information, if applicable</li> </ul>	<b>Local:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone</li> <li>• Email</li> <li>• Organization</li> <li>• Address</li> </ul> <b>Other:</b> Apply through <a href="#">WA Health Plan Finder</a>
<b>Tax Credits:</b> <a href="#">Earned Income Tax Credit (EITC)</a> and <a href="#">Working Families Tax Credit (WFTC)</a> These credits help low- to moderate-income workers and families get a tax break and possibly increase tax refund amounts. The <a href="#">amount of credit</a> varies based on income, # of dependents, disability status, and other criteria. The average amount of EITC received nationwide is about \$2,411. WFTC can be applied for starting in February 2023, after a 2022 federal tax return has been filed.	<b>EITC:</b> <ul style="list-style-type: none"> <li>• Have worked and <a href="#">earned income</a> under \$57,414</li> <li>• Are a U.S. citizen or resident alien</li> <li>• Must file a federal tax return</li> </ul> <b>WFTC:</b> <ul style="list-style-type: none"> <li>• Lived in Washington a minimum of 183 days</li> <li>• Are at least 25 and under 65 years of age OR have a qualifying child</li> <li>• Filed a federal tax return</li> <li>• Eligible for the federal Earned Income Tax Credit</li> </ul>	<ul style="list-style-type: none"> <li>• Income verification</li> <li>• Social security number for each dependent claimed</li> </ul>	<b>Local:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone</li> <li>• Email</li> <li>• Organization</li> <li>• Address</li> </ul>
<b>Housing Support:</b> <i>Identify local housing authority or other key partner that provides housing support</i>	<i>Include local information as appropriate</i>	<i>Include local information as appropriate</i>	<b>Local:</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Phone</li> <li>• Email</li> <li>• Organization</li> <li>• Address</li> </ul>

Funding for this RFP is estimated at and comes from the Governor's WIOA Title I-B Statewide Activities Funds PY24 (Federal EcSA) at \$300,000.00 or 34% and WA State General Funds PY24 (State EcSA) at \$575,000 or 66%.



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