



## Workforce Southwest Washington Request for Proposals (RFP) for SummerWorks

### I. INTRODUCTION

Workforce Southwest Washington (WSW), a Washington State 501 (c) (3) nonprofit corporation, is a public-private partnership that invests approximately \$8-\$10 million annually in programs that provide training and education, job search, career exploration and job placement services for businesses, job seekers and youth in Clark, Cowlitz, and Wahkiakum counties in Washington State.

These programs and services are delivered through contracts WSW has with nonprofit organizations and private companies. WSW is responsible for the administration and finances of the federal Workforce Innovation and Opportunity Act (WIOA) programs operating within three counties in Southwest Washington. WSW provides oversight of the region's public workforce development system, including the WorkSource one-stop American Job Centers in Vancouver and Kelso and the Next youth center in Vancouver, to ensure the highest quality employment and training services for businesses and job seekers.

The following are our organizational values that provides the organization and Board of Directors with purpose and direction:

- **Equity:** Promoting justice, impartiality and fairness within processes, and the distribution of resources by institutions or systems
- **Diversity:** Collectively interweaving differences and similarities that include, for example, individual and organizational characteristics, values, beliefs, experiences, background, preferences and behaviors
- **Inclusion:** Building a multicultural workforce climate where every community member can safely share their voice and be heard
- **Innovation:** Introducing new ideas, methods or products to make changes
- **Collaboration:** Working jointly with our customers, community and colleagues to achieve our shared goals
- **Impact:** Positively influencing and affecting our community

### ***Next History and Overview***

Next is a consortium of service providers who have voluntarily co-located in Clark County in a dynamic, youth-centered space to combine resources, improve collaboration, and reduce duplication of efforts. Next integrates education, training, and career services in a single location to help Opportunity Youth succeed in work and life. A portion of Next is funded using Department of Labor Employment and Training dollars under the Workforce Innovation and Opportunity Act (WIOA) of 2014. The Center offers training, education, career counseling, work readiness, mentoring, leadership opportunities, and other employment related services.



Next provides these youth services at its Clark County one-stop center, and the Goodwill Opportunity Center in Cowlitz and Wahkiakum Counties. Next operates under a functional leadership of the Next Director, who coordinates program offerings across all counties focused to serve 16-24 year old individuals. If funded, the awardee of this RFP will be expected to coordinate and align services with Next and operate with the leadership and support of the Next Director.

Learn more about Next and available services by clicking here: <https://nextsuccess.org/contact/>

## II. WIOA Overview

The goal of WIOA legislation is to consolidate, coordinate, and improve employment, training, literacy, and vocational programs in the United States. Every year, the key programs that form the pillars of WIOA help tens of millions of job seekers connect to good jobs and acquire the necessary skills and credentials needed to obtain them, as well as assist current workers with advancing in their organizations and furthering career opportunities.

This RFP is funded in part by WIOA. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed.

The spirit of WIOA legislation emphasizes collaboration and the philosophy that we can accomplish more if we work together to serve job seekers and employers. This RFP focuses on the following key messages from the legislation:

- A broader youth vision that supports an integrated service delivery system and ultimately a local approach to the development and implementation of one-stop youth center(s)
- A commitment to providing high quality services that are accessible to all
- An alignment of investments in workforce, education, and economic development
- Meeting the needs of employers, workers, and job seekers through sector partnerships related to in-demand sectors and occupations

The following are required core components of WIOA Youth programming, which are provided collectively by all members of the collaborative WIOA Youth system located at Next: 1) Outreach, Recruitment, and Orientation; 2) Eligibility Determination and Registration; 3) Objective Assessment; 4) Individual Career and Training Plans; 5) Trauma Informed Case Management of all services including the 14 elements; 6) Placement into Post-Secondary training and/or employment; and 7) 12-month follow up.

### *Accessibility*

There should be every effort made to provide reasonable accommodations to all programs, policies, and procedures in order to accommodate those individuals with disabilities. Youth providers are expected to demonstrate efforts to provide universal access by:

Providing outreach to all populations of eligible participants

- Provide meaningful support for individuals with limited English proficiency
- Offer information about services and activities to all eligible participants
- Provide accessibility in the physical space, by communication services, and through auxiliary aids and services

### *Opportunity Youth*



Opportunity Youth are defined as young adults between the ages of 16 and 24 who are not enrolled in school and not engaged in work. Proposals should focus on supporting youth in completing their education and attaining a credential, while at the same time providing work-readiness school development through the New World of Work curriculum and career training opportunities such as internships, work experiences, on-the-job training, and classroom training as appropriate.

#### *Local Priority Outcomes*

Proposals must demonstrate the following outcomes in the program design:

1. Youth pursuing education/training in sector-related occupations, including work experience or internships.
2. Increased focus on the target populations.
3. Skill development (life skills, work-readiness skills, leadership skills, and occupational skills).
4. Awareness of career choices and requirements for in-demand sectors.
5. Completion of job-shadow, informational interview, career fairs, mock interviews, or similar activities which increase awareness potential career pathways and lead to the development of professional networks.
6. Completion of work readiness curriculum.

#### *Performance and Case Management Tracking*

WSW strives for participant and program information to be accessible and usable for program staff to increase program efficiency and reduce redundancy. WSW utilizes Launchpad (Salesforce) as a tool to track business engagement and private sector contacts. Awardees will be expected to enter participant and worksite partner data into Launchpad in accordance with the direction of the WSW team.

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

WSW is seeking proposals from qualified entities to facilitate and oversee, steward, and ensure the success of *SummerWorks*, Southwest Washington's largest youth summer internship investment.

Since 2019, SummerWorks has provided hundreds of young adults in Clark, Cowlitz, and Wahkiakum counties with work-readiness training, job shadowing and informational interview opportunities, and paid summer internships with local employers.

The vision of SummerWorks is to ensure that eligible young people in Southwest Washington have the opportunity to experience a summer job to provide them critical professional skills that they will carry into their careers. To this end, SummerWorks strongly emphasizes the important of diversity, equity, and inclusion, and operationalizing these principles in programming. This means ensuring that SummerWorks is accessible to young adults representing a wide variety of identities, including but not limited to, youth of color, LGBTQIA+ youth, immigrants and refugees, opportunity youth (youth 18-24 disengaged from work and school), and other historically underrepresented populations. Likewise, it means ensuring an operation which is actively inclusive, trauma-informed, and culturally responsive.

If funded, the successful proposer is expected to deliver a summer internship program which meets the performance expectations established by WSW (see below) and creates a sustainable model of program delivery into the future. Over the course of the period of performance, the successful proposer will be



expected to provide 50 young adults with the services listed below. Likewise the proposer is expected to recruit a minimum of 20 local employers to serve as worksites for participants. Service delivery is expected to take place at Next in Clark County and the Goodwill Youth Opportunity Center in Cowlitz County, and is expected to integrate into the pre-existing Youth integrated system. Specifically, the successful proposer will be expected to provide some, but not all elements of the SummerWorks experience, the rest of which will be completed in conjunction with Equus Workforce Solutions (or the current WIOA Title 1 Youth Provider). Below is a synopsis of the student experience in SummerWorks, as well as specificity in which program elements are pre-existing in the youth system and which are expected to be provided by the proposer.

- Recruitment of Title 1 eligible participants and initial case management and eligibility determination, intake, ISS, Objective Assessment, and documentation. (Equus Workforce Solutions).
- Personalized case management to determine youth professional interests and determine job shadow, informational interview, and internship placement location + provide ongoing support to youth throughout the experience. (Proposer)
- 40-hour minimum work-readiness training course (Equus Workforce Solutions).
- Recruitment of businesses and worksites for the purpose of hosting job shadows, informational interviews, and internships (Proposer).
- Completion of job shadow with a local employer (Proposer).
- Completion of informational interview with a local employer (Proposer).
- 100-hour minimum internship placement and completion at WA State minimum wage or higher (Proposer).
- Ongoing technical assistance and support to youth and employers (Proposer).

The program will have a cost-per participant not to exceed \$6,000.00 per participant.

Of these tasks, the proposer must demonstrate their capacity to perform the following during the contract term:

- **Youth advising, placement, and support:** The proposer will demonstrate how they will conduct participant-facing activities for these opportunities. This includes receiving referrals of eligible Title I youth (eligibility determined by Equus Workforce Solutions), and further connecting participants to individualized case management; the development of an individualized internship plan and goals with the participant; the completion of job shadow, and informational interview activities; placement into internship, and post-internship follow up. All participant facing services in Clark County will occur at [Next](#) at Stonemill Center, 120 NE 136th Avenue, Suite 130, Vancouver, WA 98684 or the Goodwill Opportunity Center, 1030 15th Ave, Longview, WA 98632. Remote service delivery is also an option to ensure access to services.
- **Business engagement, recruitment, and support:** The proposer will demonstrate how they will develop internship placements in nonprofit and “first jobs” sectors, and coordinate with the WSW business team to develop placements in the “strategic sectors” of construction, manufacturing, healthcare, and technology. All business engagement will be documented via WSW’s Customer Relationship Management (CRM) database, Launchpad to ensure a coordinated employer outreach approach. The proposer will provide a compelling vision of how they will develop these relationships, plus detail how they will provide ongoing support to



business hosts over the course of the internship, to ensure robust placements and sustainable relationships which will yield internship opportunities year after year.

- **Data Collection and Recording:** The proposer is expected to track participant performance outcomes and activities utilizing the required platforms ETO (Efforts to Outcomes) and Launchpad. The proposer must manage file compliance with appropriate documentation for all service components delivered.
- **Fiscal management of participant expenditures:** The proposer will demonstrate their capacity and experience in managing participant expenditures, including but not limited to participant wages for internships, as well as connecting individuals to support services (provided by Equus Workforce Solutions) necessary for the completion of the internship.
- **Assurance of Diversity, Equity, and Inclusion Goals:** The proposer will demonstrate their organization's understanding of operationalized diversity, equity, and inclusion practices, and provide a compelling vision of how their program design will assure diversity of participation, equity of access, and trauma-informed practice of inclusion. Further, the proposer will demonstrate their commitment to WSW's Quality Job Indicators, as follows:
  - ✓ **Self-Sufficiency Wages:** A quality job provides sufficient income to afford a decent standard of living. For example, jobs that offer pay consistent with published self-sufficiency standards that consider family composition and cost of living.
  - ✓ **Safe Working Conditions/Worker Engagement:** The proposer will showcase that they offer employees dignity and respect and welcomes engagement in workplace operations. For example, quality jobs uphold and enforce anti-harassment and anti-discrimination policies and provide reasonable accommodation to employees with disabilities.
  - ✓ **Predictable Hours:** The proposer will offer their own employees predictability on the number of hours they are offered per week to minimize hardship on employees and their families.
  - ✓ **Comprehensive Benefits:** The proposer will provide basic benefits that increase economic security, improve health and overall well-being. Quality jobs supports include healthcare, childcare, transportation, wellness programs, and access to retirement savings programs, among other supports.
  - ✓ **Accessible Hiring and Onboarding Practices:** The proposer will showcase transparent and accessible hiring and onboarding practices to ensure that employer and employee are set for success.
  - ✓ **Training and Advancement Opportunities:** The proposer will showcase opportunities to build skills and access new roles and responsibilities in a workplace. For example, quality jobs offer internal pathways to support career progression, professional development, and incumbent worker training opportunities.

WIOA Title I Youth programming are required to provide 14 youth program elements. Youth programming must provide access to all these elements. The proposer is responsible for providing the following elements:

1. Paid and unpaid work experiences that have as a component academic and occupational education, which may include:
  - a. Summer employment opportunities and other employment opportunities available throughout the school year
  - b. Pre-apprenticeship programs
  - c. Internships and job shadowing



- d. On-the-job training opportunities
- e. Career Launch programs
2. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate.
3. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration service.
4. Activities that help youth prepare for and transition to postsecondary education and training.

For further guidance on program requirements, reference the [Department of Labor ETA site](#) for specific definitions and rules. In addition, WSW policies that must be followed can be found [here](#). Fiscal responsibility and federal rules can be found [here](#).

#### IV. BUDGET

The budget shall not exceed \$300,000.00 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. 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.

#### V. SUBMISSION REQUIREMENTS

All proposals must be received at WSW by 5 p.m. Pacific Time on **July 1, 2022**. Proposals received after this time will not be accepted.

Submissions should be emailed to [info@workforcesw.org](mailto:info@workforcesw.org) with “SummerWorks 2022” in the subject line and read receipt requested.

Proposals should include:

1. Letter of Submittal (Yes/No)
2. Proposal Summary (Yes/No)
3. Demonstrated experience and ability (20 points)
4. Relationships and Collaboration (20 points)
  - Specifically, diverse, and population-specific partner commitment
5. Program Design (20 points)
  - Specifically, financial, and administrative capability, especially in administering Federal funds.
  - Specifically, connection to and representation from diverse communities
  - Specifically, the Quality Job Indicators



6. Budget – line item and narrative (10 points)
7. Hourly rates and number of hours you expect to spend on the project (10 points)
8. Detailed program timeline (10 points)
9. Metrics documenting success for the entire project (10 points)
10. Statement of Compliance Form (Yes/No)
11. Letters of Support (Yes/No/NA)

The maximum number of regular points available is 100 points. Sections 1, 2, 10, and 11 will be evaluated on a yes/no basis; a “no” in any of these sections will eliminate the proposer from the award consideration. Points will be awarded for Sections 3-9. 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.

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

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

Selected proposals may be invited to present their proposal. No costs for these presentations will be covered.

## **Response Package**

### Letter of Submittal

Your letter of submittal should be no more than 2 pages and should include the following:

- No more than 2 paragraphs introducing your organization/consortium and your proposal
- Agency Name, Mailing Address, Contact Person, Phone, Fax, and Email Address
- If applying as a consortium, indicate that you are doing so and include the name of the Lead Consortium Partner Agency and all other Consortium Partner Agencies
- Indicate which counties you intend to serve (Clark, Cowlitz, Wahkiakum, all counties, or a combination of counties)
- Include a budget summary for each county
- Include the number of participants you intend to serve in each county
- Include the cost per participant in each county
- Include names of the partner organizations with which you will have a contractual relationship for the provision of services. Please attach signed letters of commitment from each of these partners
- Include the following statement, followed by the name, title, signature, and telephone number of your authorized representative, along with the date: “To the best of my knowledge and belief, all information in this application is true and correct, the document has been duly authorized by the governing body of the applicant, and the applicant will comply with the attached assurances if the assistance is awarded”

### Proposal Summary



Please provide an executive summary of your proposal (Maximum 1 page).

#### Demonstrated Experience and Ability

1. Describe your organization/consortium and its structure and explain why you are the best fit for this work. If applying as a consortium, name each partner and describe how each partner contributes to an effective consortium, and specifically describe how these partnerships were developed and your approach and philosophy of collaboration.
2. Describe your organization/consortium's administrative experience related to program design, delivery, and management, as well as staff management, financial management (including use of acceptable accounting practices and controls), and performance management.
3. Describe your organization's experience in delivering youth workforce services, including any knowledge and experience with federal funding sources, WIOA regulations, and federal, state, and local performance measures. If you lack experience in these areas, describe your plan for meeting the requirements.
4. Describe your or members of your consortium's past success in meeting or exceeding performance metrics with the proposed target 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.

#### Relationships and Collaboration

1. Describe how your organization/consortium will partner with external community-based organizations and service providers to provide services to youth. If applying as a consortium, describe which organization will provide lead services for the WIOA Youth Team. Describe your strategy for developing relationships with businesses, and how this will affect your outcomes. Describe how plan to work in conjunction with WSW's business team to expand relationships with the private sector.
2. Describe your organization or consortium's definition of functional leadership and describe in detail how you will utilize functional leadership to maximize performance and increase interagency cooperation during the program. 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.
3. If applying as a consortium, describe each partner's role or service in your program (provide staff, materials, training, wages, facilities, rent, 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. Attach letters of commitment documenting their relationship and role with you.
4. Please provide a detailed plan for how you propose to work with WSW's Business Engagement Team to meet the workforce needs of businesses in the county or counties for which you are applying. Describe your philosophy in working with business and how you believe that the WSW



Business Team can assist you in creating a county-specific strategy for building strong business ties to your programming.

5. Please provide a detailed Community Engagement Plan for how you will build relationships with or further engage community partners, schools, and local government in the specific counties you propose to serve. Describe your philosophy in working with partners in these areas and describe detailed county-specific strategies for building strong ties in these areas.

### Program Design

Please provide a compelling description of your program design in response to the questions listed. This is a free-form response. You do not need to respond in the order listed.

1. How does your proposal meet the goals and desired results of the RFP? What is your compelling message about what the program does and how will it have an impact on the community?
2. How will you identify and serve youth from the identified target populations, and how will your proposed services increase the likelihood of participants reaching the desired outcomes?
3. 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.
4. Describe your program's organizational and staffing model, and the benefits of this model.
5. Describe the process for serving a youth, from recruitment, to exit, to follow-up. Please include a proposed average length of program. Describe your proposed strategies for recruitment to students for traditionally underserved backgrounds. How will your recruitment and programming specifically meet the needs of these populations?
6. How will you assess youths' goals and needs during the case management process? How will the assessments be conducted, what are the goals of the assessments, and how what tools will be used to conduct the assessments? How will case management staff assure that youth are connected to the services that are the most impactful?
7. How does your service delivery model provide and/or make accessible the federally mandated service components to participants? Describe the strategies and tools you will use to provide the required core components and the required 14 elements.
8. Describe how you will deliver programming in a manner which is lean and efficient, which maximizes outcomes while assuring students stay on program for as short a time as possible.
9. How will you teach age-appropriate soft skills and behaviors to prepare program participants for employment? Describe in detail your proposed policies and procedures for addressing disciplinary challenges during the program. What trainings will you staff have received on conflict de-escalation, drug prevention, etc.
10. Describe how your organization or consortium will implement emerging technology and best practices into WIOA Youth programming. Please discuss how your program will implement a nationally recognized curriculum or business vetted curriculum, such as the New World of Work Curriculum, and implement emerging technologies and best practices which may be developed



over the course of the contract period. Describe how you will adapt the curriculum to meet the needs of the county (or counties) you propose to serve.

11. Describe the steps your organization or consortium will take to sustain and improve outreach efforts to youth. Specifically address how you will use social media or other online outreach tools to further these goals.
12. Describe how your program will integrate with WorkSource to seamlessly serve youth ages 16-24. Describe how you will communicate with WorkSource to best serve the needs of participants.
13. Describe how your program will partner with the K-12 system, community colleges, and other training organizations. How will these partnerships affect your outcomes? Describe any articulation agreements you may have or credits that participants can earn.
14. Describe how your program will increase the number of youth who will seek career opportunities in WSW’s high-growth, high-demand industry sectors. Specifically, how will you use the WSW sector plans and strategic plans to inform your staff, work, and services.
15. Describe how your organization or consortium will implement procedures to serve as safeguards in the event of staff turnover, or unexpected staff absence.
16. Describe other innovative and unique components of your proposal.
17. (Clark County Only) Describe the steps you will take to assure Next continues to have high rates of youth participation and high numbers of return visits. Describe your strategy for preserving and enhancing Next’s dynamic, inviting, and youth centric culture to drive high visitor numbers and performance.

**Budget**

Please complete one budget detail form for each county you are proposing to serve.

County:	Total Number of FTEs:	
	WIOA Budget	Leveraged Funds
Personnel Expenses		
Staff Salaries and Wages	\$	\$
Employee Benefits	\$	\$
Payroll Taxes	\$	\$
Temporary Employees	\$	\$



<b>Total Personnel</b>	\$	\$
<b>Operating Expenses</b>		
Professional Fees	\$	\$
Supplies, Postage & Shipping	\$	\$
Telephone	\$	\$
Occupancy (Rent & Utilities)	\$	\$
Equipment Rental & Maintenance	\$	\$
Equipment Purchase	\$	\$
Printing & Publications	\$	\$
Travel, Conferences & Meetings	\$	\$
Insurance	\$	\$
Dues and Memberships	\$	\$
<b>Total Operating</b>	\$	\$
<b>Participant Expenses</b>		
Training, Tuition, and Books	\$	\$
Support Services	\$	\$
Work Experience Wages	\$	\$
<b>Total Participant Expenses</b>	\$	\$
<b>Other Expenses</b>		
Indirect Costs	\$	\$
Profit (for-profit companies only)	\$	\$
Other-please describe	\$	\$
<b>Total Other</b>	\$	\$
<b>TOTAL</b>	\$	\$

*Serving businesses, job seekers and youth in Clark, Cowlitz and Wahkiakum counties.*



### Budget Narrative

Please use this section to describe your budget assumptions, sources of leveraged funds, unique expenditures, or other budget information you would like the evaluation committee to know.

### Hourly rates and number of hours you expect to spend on the project (10 points)

Please describe the projected hourly rates of all employees expected to work on this program, as well as the overall number of FTE hours expected to be used on this project.

### Detailed program timeline (10 points)

Please provide a detailed timeline of key dates and deliverables for your proposal, including timeframes for the delivery of services, and other requirements.

### Metrics documenting success for the entire project (10 points)

Please describe how your proposal will meet all the performance metrics described in this RFP, including the 50 participants to be served, as well as the meeting of WIOA common metrics.

### Statement of Compliance Form

As the authorized signatory official for: \_\_\_\_\_,

Submitting Organization

I hereby certify:

- That the above-named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (the legal signatory for the organization applying).
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Washington Employment and Training issuances, Workforce Southwest Washington policies and guidelines, and other administrative requirements issued by the Governor of the State of Washington. The vendor shall notify the WSW within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments;
- That the above-named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature;
- That the above-named proposer has read and agrees to the WSW Sample Contract Boilerplate (available upon request). If the proposer does not agree with contract clauses, proposer must notify WSW prior to proposal due date; and
- That the contents of the application are truthful and accurate; that the above-named proposer agrees to comply with the policies stated in this application; that this application represents a firm request subject only to mutually agreeable negotiations; that the above-named proposer is in agreement that the WSW reserves the right to accept or reject any proposal for funding; that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of Workforce Southwest Washington.



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Authorized Representative Signature

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Typed Name and Title

### **Project Timeframe**

This project is anticipated to begin July 15, 2022 and end by October 1, 2023.

### **Notification**

Respondents will be notified via email of the results by June 30, 2022.

### **Questions and Answers**

Respondents can send questions to [info@workforcesw.org](mailto:info@workforcesw.org). Answers will be posted each Wednesday and Friday by 5 p.m. PST [here](#).

## **VI. PROVISIONS AND DISCLAIMERS**

1. All solicitations are contingent upon availability of funds.
2. WSW reserves the right to accept or reject any or all proposals received.
3. WSW reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit WSW to award a contract.
5. 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.
6. Proposals should follow the format set forth in the RFP Response Package section of the RFP and adhere to the minimum requirements specified therein.
7. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
8. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
9. All data, material, and documentation originated and prepared by the proposer pursuant to the contract shall belong exclusively to WSW and be subject to disclosure under the Freedom of Information Act.
10. 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.
11. The contents of the proposal are truthful and accurate, and the named proposer agrees to comply with the policies stated in this RFP.
12. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected proposers and WSW staff, and continued contracts depend on availability of WIOA funds.



13. Any changes to the WIOA 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.
14. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies, and WSW policies and procedures.
15. Proposers shall comply with all applicable federal, state, and local laws, regulations, and policies. This includes, but not limited to, Public Law 113-128(WIOA), Federal Uniform Administrative Requirements found in 2 CFR 200, both State and Federal Non-discrimination law, and all WIOA Title I and WorkSource System Policies.
16. Service providers will be expected to adhere to WSW procedures to collect, verify, and submit required data as required along with submission of monthly invoices to the WSW.
17. WSW may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of WSW, the services proposed are not needed, or the costs are higher than WSW finds reasonable in relation to overall funds available, or if past management concerns lead WSW to believe the proposer has undertaken more services than it can successfully provide.
18. WSW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by funding agencies.
19. 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, WA 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.
20. 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.
21. WSW has a right to fund a lower-ranked proposal over a higher-ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
22. All proposers must ensure equal opportunity to 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.
23. All proposers must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.



24. Proposers must accept liability for all aspects of any WIOA program conducted under contract with WSW. Proposers will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
25. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a proposer fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
26. Proposers will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, proposers are required to maintain all current WIOA records in addition to WIOA records for three years, beginning on the last day of the program year (2 CFR Part 200.333).
27. WSW reserves the right to cancel an award immediately if new regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
28. 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.
29. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the proposer.
30. WSW reserves the right to reject any or all proposals received and to negotiate with any and all proposers on modifications to proposals.
31. WSW reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
32. All contractors shall obtain annually an organization-wide audit. If the organization receives more than \$750,000 in annual federal funding, the audit must comply with standards set forth in OMB 2 CFR 200, Subpart F. Include allocated audit costs in the proposed budget detail.
33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of WSW, the contractor will provide certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.
34. Proposers are advised that most documents in the possession of WSW are considered public records and subject to disclosure under the State of Washington's Public Records Law.
35. WSW reserves the right to modify project/contract timeline, as needed.

Workforce Southwest Washington is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service 711.