



workforce
SOUTHWEST WASHINGTON

Workforce Southwest Washington (WSW) REQUEST FOR PROPOSALS

For the period October 1, 2025 – September 30, 2028

Workforce Innovation & Opportunity Act (WIOA)
Adult & Dislocated Worker Program

Release date: February 3, 2025

Due date: March 14, 2025, 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.

We envision a region where the opportunity for growth & prosperity exists for all.

TABLE OF CONTENTS

<u>Introduction</u>	Pg. 3
<u>Purpose of this Request for Proposals</u>	Pg. 3 – 6
<u>Estimated Grant Amount</u>	Pg. 6 – 7
<u>Information Session</u>	Pg. 7
<u>Proposal Requirements and Submission</u>	Pg. 7 – 13
<u>Scoring of Proposals</u>	Pg. 13
<u>Timeline for Proposal Submission, Review, and Award of Contract</u>	Pg. 14
<u>Questions and Answers</u>	Pg. 15
<u>Provisions and Disclaimers</u>	Pg. 15 – 17

INTRODUCTION

On July 22, 2014, President Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law, with the goal of consolidating and improving 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.

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. Proposers should read [Training and Employment Guidance Letter 04-15](#) issued by the U.S. Department of Labor that outlines the vision for the One-Stop System under WIOA.

Founded in 2002, [Workforce Southwest Washington \(WSW\)](#) is the Local Workforce Development Board designated by federal 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 barriers and provides equitable access and opportunities for all members of our community.

WSW envisions a region where economic prosperity and growth exists for every person. Accordingly, WSW's [Strategic Plan](#) for 2025 – 2029 prioritizes creating an equitable economy by advancing job quality and business growth, fostering collaborative community networks, and championing an equitable and inclusive workforce development system.

Organizations that respond to this RFP should ensure their proposed program design and aligns with WSW's [strategic priorities](#) and will help program participants secure [quality jobs](#) that provide self-sufficiency level wages, comprehensive benefits, safe working conditions and worker engagement, predictable hours, accessible hiring and onboarding practices, and training and advancement opportunities as described in the Columbia-Willamette Workforce Collaborative's (CWWC) [Quality Jobs Framework](#). Prospective bidders must also articulate how their employment practices align with the six quality jobs standards noted above.

PURPOSE OF THE REQUEST FOR PROPOSALS

Through this RFP, WSW is soliciting proposals from collaborative, visionary organizations to ensure the successful delivery of the WIOA Adult & Dislocated Worker program in Clark, Cowlitz, and Wahkiakum counties.

The focus of the WIOA Adult & Dislocated Worker program is to provide workforce development services through a One-Stop System. In Washington, WIOA program providers

are part of the workforce delivery system called [WorkSource](#). WorkSource is a statewide partnership of state, local, and nonprofit agencies that provides an array of employment training services to job seekers and employers.

Organizations that respond to this RFP must demonstrate they possess the capacity, experience, and community networks necessary to coordinate staff and operate a comprehensive WIOA Adult & Dislocated Worker workforce program that is based out of the WorkSource centers in Vancouver, Washington and Kelso, Washington and serves job seekers and employers throughout Clark, Cowlitz, and Wahkiakum counties through co-locating program staff at various community-based organizations and sites throughout the region.

The successful bidder of this RFP will be responsible for delivering a comprehensive and diverse range of services in accordance with WIOA and in alignment with WSW's vision of advancing a region where economic prosperity and growth exists for every person. The successful bidder shall offer personalized guidance and robust support to job seekers, which include but are not limited to:

- **Career Coaching:** Offering in-depth career coaching services, including assistance with goal setting, career planning, and managing transitions, tailored to the unique needs of each job seeker. Program staff must be prepared to provide intensive careers services, active case management, and robust job search and placement assistance that helps job seekers address multiple barriers to employment.
- **Individualized Employment Plans:** Conducting thorough skills assessments to create individualized employment plans, guiding job seekers through their professional growth and skill enhancement.
- **Training and Education:** Facilitating access to Individual Training Accounts and work-based training opportunities, such as Apprenticeships, On-the-Job Training, and Work Experience, that are in sync with targeted sectors and [in-demand occupations](#) as identified in local and regional labor market information. The successful bidder will be required to assist with recruitment and enrollment into all training opportunities as well as providing on-going support to participants enrolled in training.
- **Job Search Assistance:** Providing extensive job search support, including access to job boards, networking opportunities, specialized job fairs, and targeted placement services designed to bridge the gap between job seekers and potential employers.
- **Resume and Interview Preparation:** Assisting job seekers in preparing effective resumes and honing their interview skills, ensuring they are prepared to present themselves confidentially and competitively in the job market.
- **Labor Market Information:** Providing comprehensive labor market information to job seekers, aiding them in making informed decisions about their career paths, education, and training and helping them understand market trends.
- **Rapid Response:** The successful bidder must participate in rapid response service delivery to impacted workers in partnership with the WSW Business Services team and/or WorkSource Business Services team. Specifically, the successful bidder will be responsible for serving impacted dislocated workers through job training, job referrals, job placement, and other career coaching services.

- **Supportive Services:** Providing participants with access to the supportive services necessary to enable them to participate in activities authorized under WIOA.
- **Follow-Up Services:** Providing program participants with non-monetary support and guidance after program exit to ensure job stability and facilitate retention of unsubsidized employment. Follow-up services shall include rapid re-employment services for those who are no longer working during the 12-month follow-up period.
- **Skilled Trades Workshop Coordination:** Serve as the overall lead for coordinating, promoting, and ensuring the success of the Columbia-Willamette Workforce Collaborative's regional [Skilled Trades Workshop](#). The successful bidder must ensure at least one staff member is trained to serve as a Skilled Trades Workshop facilitator and coordinate with the other CWWC Skilled Trades Workshop facilitators to ensure the workshop is appropriately staffed and delivered each month. Furthermore, the successful bidder must coordinate with workforce system partners to ensure each job seeker who attends the Skilled Trades Workshops receives the appropriate follow-up to help them successfully enter a registered apprenticeship program.
- **Equal Opportunity and Non-Discrimination:** All services must adhere to the principles of equal opportunity and non-discrimination as stipulated in WIOA. The successful bidder will facilitate an inclusive environment for all job seekers and ensure all job seekers, including those with disabilities, have equitable access to programs and activities.
- **Priority of Service:** The successful bidder will prioritize engagement and services for priority populations as defined by WIOA and the [Governor](#).
- **Data and Performance Accountability:** Maintain strict compliance with WIOA's performance accountability measures, accurately collecting and reporting data to measure the effectiveness of services and making data-driven decisions for service enhancements. The successful bidder will be required to use Efforts to Outcomes (ETO), and its successor (i.e., WA Works), to record and track all client activities and program services.
- **Continuous Improvement and Professional Development:** Engage in continuous improvement processes to refine service delivery and support professional development for staff, ensuring that services remain aligned with best practices and industry standards.

The successful bidder must recruit, train, and retain adequate staff of sufficient qualifications and experience to effectively perform the services detailed above. Staff must also be provided training and the tools necessary to enhance staff capacity for intercultural communication, self-awareness about structural inequity and unconscious/implicit bias, so they may serve well a racially, culturally, and ethnically diverse customer base. The successful bidder must ensure staff are knowledgeable about the structural, institutional, and systemic barriers faced by individuals from diverse racial, ethnic, and cultural backgrounds, including individuals who are English language learners and individuals who may not be English proficient.

The successful bidder must agree to meet or exceed WIOA state, federal, and local performance measures and indicators. [WIOA performance measures and indicators](#) for the Adult & Dislocated Worker program currently include:

- **Employment rate – 2nd quarter after exit**
(PY24 Adult target: 57.5%; PY24 Dislocated Worker target: 60%)
 - The percentage of participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Employment rate – 4th quarter after exit**
(PY24 Adult target: 60%; PY24 Dislocated Worker target: 63%)
 - The percentage of participants who are in unsubsidized employment during the fourth quarter after exit from the program.
- **Median earnings – 2nd quarter after exit**
(PY24 Adult target \$8,700; PY24 Dislocated Worker target: \$9,800)
 - The median earnings of participants who are in unsubsidized employment during the second quarter after exit from the program.
- **Credential attainment**
(PY24 Adult target: 79.7%; PY24 Dislocated Worker target: 79.4%)
 - The percentage of those participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program.
- **Measurable Skills Gains**
(PY24 Adult target: 70.5%; PY24 Dislocated Worker target 68.4%)
 - The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress, towards such a credential or employment.
- **Effectiveness in serving employers**
 - The percentage of participants in unsubsidized employment during the second quarter after exit who were employed by the same employer in the second and the fourth quarters after exit.

Contracts resulting from this RFP are anticipated to begin October 1, 2025 and end September 30, 2026. WSW reserves the right to extend the contract for up to two (2) additional years on a year-to-year basis without further solicitation, based on funding availability, contractors' performance, community need, legislative policy, and other factors.

ESTIMATED GRANT AMOUNT

An estimated total grant shall not exceed \$975,000.00 and includes the cost to plan, develop, and implement the project between October 1, 2025 – September 30, 2026, 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.

INFORMATION SESSION

WSW encourages all interested parties to attend a virtual Information Session via Zoom on February 13, 2025, from 11 a.m. – 12 p.m. (Pacific Time). This is the forum that WSW has selected to present non-competitive information on the RFP and answer questions so that all interested parties can benefit from the same answer. The recording and Questions & Answers from the virtual Information Session and contact information for all attendees will be posted on WSW's [Funding Opportunities page](#).

Please [RSVP to receive the Zoom meeting link](#) for the Information Session.

PROPOSAL REQUIREMENTS AND SUBMISSION

Proposals are due **March 14, 2025, by 5 p.m. (Pacific Time)**. Proposals must be submitted electronically to info@workforcesw.org as PDF documents with "WIOA Adult & Dislocated Worker 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 that include 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 and its structure and explain why you are the best fit for this work.
 - b. Describe your organization'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), data analysis, and performance management.
 - c. Describe your organization's experience in delivering 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.
 - d. Describe your organization'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. Describe your organization's experience in administering eligibility assessments. If you lack experience in administering eligibility assessments, please describe your plan for becoming familiar with this role.
 - f. Describe your organization's experience and ability in utilizing complex management information systems, including Efforts to Outcomes (ETO), or similar reporting mechanisms. Describe how you would use this or other systems (including Launchpad or a similar CRM) to ensure accurate and timely reporting.
 - g. Please share your organization's experience developing relationships with and serving underserved and excluded populations, such as veterans, individuals with disabilities, English language learners, migrants and/or seasonal farmworkers, individuals who have been involved with the justice system, individuals who are basic skills deficient, individuals who have been unemployed long-term, individuals who are currently unhoused, individuals who are navigating poverty, people of color, and/or members of the LGBTQ+ community.
 - h. Describe your organization'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](#). In your response, please also be sure to highlight how your organization's employment practices align with the Quality Jobs Standards.
3. Relationships and Collaboration (5 pages maximum; 15 points possible)
- a. Describe how your organization will partner with external community-based organizations and service providers at WorkSource and [NEXT Success](#) to provide services.
 - b. Describe in detail the mechanisms you will put into place to ensure clear communication between partners, as well as procedures you will utilize to resolve disputes or address program challenges or issues as they arise.
 - c. Describe your philosophy in working with businesses and share how you will approach building strong business ties.
 - d. Please provide a detailed plan for how you propose to work with the Business Services teams at WSW, WorkSource, and NEXT Success to meet the workforce needs of employers in Clark, Cowlitz, and Wahkiakum counties.
 - e. Describe your organization's strategy for engaging businesses in providing work-based training opportunities (e.g., On-the-Job Training and Work Experiences) that are in sync with targeted sectors and in-demand occupations. Please describe how you will approach facilitating connections between job seekers and WorkSource Business Services staff to ensure that job seekers are effectively matched with suitable training and employment opportunities.
 - f. Describe how you will approach collaborating with the WSW and WorkSource Business Services teams to provide Rapid Response services.

4. Program Design (10 pages maximum; 25 points possible)

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

- a. Describe how your proposed program design aligns with WSW's [strategic priorities](#) and will help program participants secure [quality jobs](#) as described in the Columbia-Willamette Workforce Collaborative's (CWWC) [Quality Jobs Framework](#). Additionally, please describe your compelling message about what the program does and the impact it will have on the community.
- b. Describe how you will identify, engage, and serve the identified WIOA and [Governor](#) defined priority populations in Clark, Cowlitz, and Wahkiakum counties, and how your proposed service strategies will increase the likelihood of participants reaching the desired training and employment goals.
- c. Please specifically address how your outreach and recruitment strategies will help you engage the WIOA and [Governor](#) defined priority populations.
- d. Describe your experience with culturally responsive practices and the trauma-informed care model. Describe how you will implement culturally responsive practices and the trauma-informed care model as a best practice in the program.
- e. Describe your program's proposed organizational and staffing model. Please detail how you will build and manage a cohesive, collaborative, efficient, and effective team and describe the measures and systems your organization has in place to retain a stable and experienced workforce.
- f. Describe how you will engage in continuous improvement processes to refine service delivery and support professional development for staff, ensuring that services remain aligned with best practices and industry standards.
- g. Describe how your proposed program will integrate seamlessly into the One-Stop System operating within the WorkSource centers in Vancouver and Kelso. Please be sure to detail how your team will approach developing strong, collaborative partnerships that increase the number of co-enrollments across programs operating within the centers.
- h. Describe the steps you will take to ensure WorkSource continues to have high rates of participation and high numbers of return visits. Describe your strategy for preserving and enhancing WorkSource's dynamic, inclusive, and inviting culture to drive high visitor numbers and performance.
- i. Describe other innovative and unique components of your proposal.

5. Budget Detail and Narrative (3 pages maximum; 15 points possible)

- a. Please complete the budget detail form below to help WSW and members of the RFP Scoring Committee understand how your organization anticipates requesting to allocate the anticipated \$975,000.00 in funding to implement and operate the program between October 1, 2025 – September 30, 2026.

When completing the budget detail form, bidder must ensure that at least twenty-five (25) percent of the total funding for Adult & Dislocated Worker services is allocated towards "Direct Participant Expenses" (e.g., training, support services, tuition, books, etc.).

Adult & Dislocated Worker Service Delivery (10/1/25 – 9/30/26)	WIOA Funds	Leveraged Funds	Total Budget
Personnel Expenses			
Staff Salaries & Wages			
Employee Benefits			
Payroll Taxes			
Total Personnel			
Operating Expenses			
Professional Fees			
Supplies, Postage & Shipping			
Telephone			
Printing & Publication			
Equipment			
Travel, Conferences & Meetings			
Insurance			
Total Operating			
Direct Participant Expenses			
Direct Participant Expenses (e.g., Training, Support Services, Tuition, Books, etc..) – <i>Must account for at least 25% of the total anticipated grant.</i>			
Total Participant Expenses			
Other			
Indirect Costs			
Management Fee <i>(For-profit companies only)</i>			
Total Other			
Total Budget	\$975,000.00	\$	\$

- b. 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. In your budget narrative, please share the number of staff (i.e., FTE) you anticipate the personnel expenses covering.

6. Planned Performance Numbers (1 page maximum; 5 points possible)
- a. Please complete the performances table below using unduplicated numbers. When projecting the number of Adults and Dislocated Workers you anticipate this funding being able to serve in Clark and Cowlitz & Wahkiakum counties, please use best-guess projections and base projections on the funding allocations you have noted in your proposed budget.

WIOA Adult - Planned Performance Clark County	PY25/26 (10/1/25 – 9/30/26)
Eligible individuals enrolled	
Participants placed in an education or training program aligned with the local targeted sectors and/or in-demand occupations	
Participants entering unsubsidized employment	
WIOA Dislocated Worker - Planned Performance Clark County	PY25/26 (10/1/25 – 9/30/26)
Eligible individuals enrolled	
Participants placed in an education or training program aligned with the local targeted sectors and/or in-demand occupations	
Participants entering unsubsidized employment	

WIOA Adult - Planned Performance Cowlitz & Wahkiakum Counties	PY25/26 (10/1/25 – 9/30/26)
Eligible individuals enrolled	
Participants placed in an education or training program aligned with the local targeted sectors and/or in-demand occupations	
Participants entering unsubsidized employment	
WIOA Dislocated Worker - Planned Performance Cowlitz & Wahkiakum Counties	PY25/26 (10/1/25 – 9/30/26)
Eligible individuals enrolled	
Participants placed in an education or training program aligned with the local targeted sectors and/or in-demand occupations	
Participants entering unsubsidized employment	

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 bidder, detail the role they will play in the partnership, specify the duties they have agreed to, and note any specific commitments.

8. Statement of Compliance Form (1 page maximum; Yes/No)

- a. Please use the following template for the Statement of Compliance Form. Please certify the document through a signature by an agency officer authorized to bind the agency to all commitments made in the proposal.

Template:

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;
- 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 proposer 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.

Authorized Representative Signature

Type Name and Title

Date

SCORING OF PROPOSALS

WSW will appoint a scoring committee to review the proposals and recommend that a bidder be awarded the contract resulting from this RFP. The Chief Executive Officer of WSW will advance the recommendation of the scoring committee to WSW's Board of Directors, who will approve or reject the recommendation.

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. **Planned Performance Numbers:** 5 points possible
7. **Letters of Support:** Yes/No/NA
8. **Statement of Compliance Form:** Yes/No

The maximum number of points possible is 80 points. Points will be awarded for Sections 1 – 6. These sections ask the proposer what they will do, how they will do it, how much it will cost, and how qualified the organization is to successfully carry out their proposal. Section 7 will be evaluated as either yes, no, or not applicable (NA); a “no” in this section can eliminate the proposer from award consideration. Section 8 will be evaluated as either yes or no; a “no” in this section can eliminate the proposer from award consideration.

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

TIMELINE FOR PROPOSAL SUBMISSION, REVIEW, AND AWARD OF CONTRACT

- February 3, 2025: RFP Released.
- February 13, 2025, 11 a.m. – 12 p.m. (Pacific Time): Virtual Information Session.
- March 14, 2025, by 5 p.m. (Pacific Time): Proposals due to WSW by electronic submission.
- March 28, 2025, between 9 a.m. – 12 p.m. (Pacific Time): Bidder Presentations to RFP Scoring Committee in person at WSW.
- April 24, 2025: Executive Committee of WSW’s Board of Directors review and approval of selected bidder(s).
- June 10, 2025: WSW’s full Board of Directors review and approval of selected bidder.
- June 11, 2025: All qualified bidders are notified of award decision.
- July 1, 2025: Contract negotiations begin with selected provider.
- August 27, 2025: Executive Committee of WSW’s Board of Directors review and approval of PY25/26 Adult & Dislocated Worker contract amount.
- September 9, 2025: WSW’s full Board of Directors review and approval of PY25/26 Adult & Dislocated Worker contract amount.
- October 1, 2025: Selected contractor begins 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.

QUESTIONS AND ANSWERS:

Pre-proposal questions will only be accepted via email at info@workforcesw.org and should include “Question re: WIOA Adult & Dislocated Worker RFP” in the subject line. Questions will not be answered over the phone or in-person.

Questions will be published “as written,” and answers will be publicly posted on the WSW website for all proposers to review. 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 7, 2025, will not be answered.

PROVISIONS AND DISCLAIMERS

1. Any solicitations are contingent upon the availability of funds.
2. WSW reserves the right to accept or reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
3. WSW reserves the right to waive informalities or minor irregularities in offers received.
4. This RFP does not obligate WSW to award a contract.

5. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
6. Awarded bidder must provide proof of current System for Award Management – <http://SAM.GOV/> registration.
7. WSW may accept any item or group of items of any proposal, unless the proposer qualified its offer by specific limitations.
8. 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.
9. Proposals should follow the format set forth in the RFP Proposal Requirements and Submission section of the RFP and adhere to the minimum requirements specified therein.
10. WSW reserves the right to request additional data, oral discussion, or documentation in support of written proposals.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies
12. 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.
13. Formal notification to award a contract and the actual execution of a contract are subject to receipt of WIOA funds anticipated, results of negotiations between selected bidder(s) and WSW staff, and continued availability of WIOA funds.
14. The awarded bidder may not subcontract any portion of the contract to another entity without prior written approval.
15. 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.
16. 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.
17. 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.
18. The contents of the proposal are truthful and accurate, and the named proposer agrees to comply with the policies stated in this RFP.
19. 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 and Guidance.
20. Service providers will be expected to adhere to WSW procedures to collect, verify, and submit data as required and monthly invoices to 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 priority populations.
22. WSW is required to abide by all WIOA legislation and regulations. Therefore, WSW reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
23. 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. Additionally, bidders must take reasonable steps to ensure that individuals with limited English language proficiency have meaningful access to programs.
24. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
25. Bidders must accept liability for all aspects of any WIOA program conducted under contract with WSW. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
26. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records for three years, beginning on the last day of the program year (2 CFR Part 200.333).
27. 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, Attn: Amy Gimlin, 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.
28. 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.
29. 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.
30. 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.

31. All contractors shall obtain annually an organization-wide audit. If the organization receives more than \$1,000,000 annually in federal funding, the audit must comply with standards set forth in OMB 2 CFR200, Subpart F. Include properly allocated audit costs in the proposed budget detail.
32. 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.
33. Applicants 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.

Funding for this RFP is estimated at \$975,000 and will come from WSW's PY25 WIOA Adult & Dislocated Worker Program which is supported by the U.S. Department of Labor, Employment and Training Administration. \$975,000 (100% of the anticipated contract total) will be financed by Federal funds.