



workforce
SOUTHWEST WASHINGTON

Workforce Southwest Washington Request for Proposals

For the period October 1, 2023 – September 30, 2027

Workforce Innovation and Opportunity Act (WIOA)

WorkSource One-Stop Operator Investment

*To serve as the Director of Operations (One-Stop Operator) for WorkSource locations in
Vancouver, Kelso, Affiliate Sites, and Connection Sites in Southwest Washington*

Release Date: March 20, 2023

Due Date: April 26, 2023, 5PM Pacific Time

Any proposals received after that time will not be accepted.

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

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SECTION I: GENERAL INFORMATION

1. PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)

Workforce Southwest Washington (WSW) is responsible for overseeing Clark, Cowlitz, and Wahkiakum County's workforce development system, called WorkSource. WSW is issuing this Request for Proposals (RFP) to identify and select a qualified entity to serve as the WorkSource One-Stop Operator (OSO), funded by the Department of Labor (DOL) federal funds under the Workforce Innovation and Opportunity Act (WIOA) (Public Law No: 113-128). WSW is located in Clark County at 805 Broadway, Suite 412, Vancouver, WA 98660.

This RFP is seeking proposals from qualified entities with demonstrated expertise, neutrality, and capacity to manage WorkSource Vancouver and Kelso offices to ensure they are customer focused, welcoming and fully accessible to all, integrated with onsite and community workforce development services, and offering comprehensive solutions to job seekers, workers and businesses. The OSO will coordinate with WSW and its partners to minimize duplication and promote seamless service delivery at the One-Stop Center that aligns with WIOA standards and the [Local Integrated Workforce Plan](#).

The vision for the OSO is a servant leader who works collaboratively with WSW and the One-Stop Center partners to create a harmonious and productive space where excellent customer experience is the focus and center of all activity. The selected OSO will demonstrate partnership orientation, commitment to equity, diplomacy, an unbiased approach with all stakeholders, and knowledge of local needs and resources. As the keeper of goodwill and standards, the OSO will maintain operational oversight and functional leadership that aligns with partners to enhance services, making the WorkSource Vancouver and Kelso offices a vibrant foundation for workforce development in our community.

Contracts resulting from this RFP are anticipated to begin October 1, 2023, and end September 30, 2027. WSW reserves the option to extend contracts for another three years on a year-to-year basis, based on future funding availability, additional proposed rulemaking from the federal Department of Labor, community need, contractors' performance, and other factors.

Proposals will be accepted from any private for-profit agency, state or local unit of government, private nonprofit organization, or educational agency that can demonstrate the administrative capability to successfully provide the services identified in this RFP. The content of the accepted proposals will become the basis for the negotiation of a final contract agreement. This negotiation will include all elements of the proposal and may include additional elements as negotiated. Applicants are advised that most documents in the possession of WSW are considered public records and are subject to disclosure under the State Public Records Law.

The successful bidders will be required to agree to the General Terms and Conditions and agree to comply with any policies created by WSW and any applicable federal or state policies, regulations, or laws. A copy of the General Terms and Conditions for all contracts will be sent to bidders upon request.

2. ESTIMATED GRANT AMOUNT

The chart below provides a breakdown of the funding available to support the OSO for the current year 2023 – 2024. Bidders should ensure that the total of their proposals do not exceed

the total amounts below for the counties for which they are proposing. Future funding could vary, and additional roles could be added as needed to run the operations of the WorkSource Vancouver and Kelso offices.

2023 – 2027 FUNDING ALLOCATIONS

County	Operator	Front Desk Staff
Clark	\$125,123.00	\$57,200.00
Cowlitz/ Wahkiakum	\$34,877.00	\$57,200.00
Total Funding	\$160,000.00	\$114,400.00

3. ELIGIBLE ENTITIES

Organizations eligible to submit proposals may fall within any of the following categories:

- Government agencies or governmental units, such as local or county governments, school districts, state agencies, and federal WIOA partners
- Employment Service State agencies under Wagner-Peyser Act, amended by Title III of WIOA
- Native American Tribes, tribal organizations, Alaska Native entities, Native American-controlled organizations serving Indigenous people, or Native Hawaiian organizations
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary, and other secondary schools are not eligible to become an OSO)
- Community-based organizations, nonprofit entities, or workforce intermediaries
- Other interested organizations capable of carrying out the duties of the OSO, such as a local chamber of commerce, other business organization, or labor organization
- Private for-profit entities
- Local Workforce Development Boards, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2)

WSW is interested in receiving proposals from qualified individuals as well as from organizations. For an individual to be selected as the subrecipient, they must have a current business license or have filed a master business application prior to the execution of the Contract. The Subrecipient would need to provide WSW with its Washington Unified Business Identifier (UBI) number and its Washington Department of Revenue tax account number, and, if applicable, their Labor and Industries account number and Unemployment Insurance tax number. Further, the Subrecipient will need to provide proof of their SAM.gov registration. Required information will need to be provided prior to the Subrecipient commencing services under the Contract. Information about applying for a Washington State business license can be found at <https://dor.wa.gov/open-business/apply-business-license>.

4. SUBMISSION REQUIREMENTS

All proposals must be received by WSW by 5 PM Pacific Time on April 26, 2023. Proposals not received by this time will be automatically disqualified from competition – no exceptions. The submitted proposal should be emailed to info@workforcesw.org as a PDF with “WorkSource SW WA Operator” in the subject line and read receipt requested.

- Include all the required charts and templates, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.

- Proposals are limited to a maximum of 10 pages.
- Please use 12-point Times New Roman type, 1-inch margins and single spacing.

Any submitted proposal shall remain a valid proposal for two years after the closing date of the RFP.

5. SOLICITATION TIMETABLE

Date	Activity and Time (Pacific Standard Time)
March 20, 2023	RFP released and available at www.workforcesw.org
March 22, 2023	Virtual Grant Information Session: 1:00 – 2:00 p.m. Please register here.
April 26, 2023	Proposals due electronically to info@workforcesw.org by 5:00 p.m. Pacific Daylight Savings Time.
April 28, 2023	In-Person Proposer Presentations – Vancouver, WA 1:00 – 3:00 p.m.
June 8, 2023	WSW Board Review and Approval
June 28, 2023	Notification of Funding Allocation
July – September 2023	Contract Development
October 1, 2023	Contract start date

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

For any timeline questions, please email info@workforcesw.org

6. INFORMATION SESSION

WSW encourages all interested parties to attend the Information Session. This is the forum that WSW has selected to present non-competitive information on the RFP and answer questions so that all interested parties will have the benefit of the same answer.

The recording and the Q+A from the Information Session and contact information for all attendees will be posted [here](#).

[RSVP here.](#)

7. COMMUNICATION AND CLARIFICATION PROCEDURES

The primary mode of communication between WSW and potential proposers will occur on the [WSW website](#). Beginning March 20, 2023, interested parties can download the Request for Proposals from the website. After the Information Session scheduled for March 22, 2023, a question-and-answer page will be available on the website and will be updated through April 21, 2023. All questions must be submitted via email to info@workforcesw.org. It is the proposer's responsibility to check the web page frequently to stay connected and apprised throughout the process. Questions will not be answered over the phone or in-person. Questions received after 5PM on Friday, April 21, 2023 will not be answered.

SECTION II: WSW SYSTEM BACKGROUND AND OVERVIEW

1. OVERVIEW

Workforce Southwest Washington is the policy and planning body for workforce development activities in Clark, Cowlitz, and Wahkiakum counties. WSW supplies the funding necessary to operate [Workforce Innovation and Opportunity Act \(WIOA\) Title I Adult, Dislocated Worker, and Youth programs](#), while also providing leadership to increase economic development through a trained and productive workforce in the Southwest Washington region. Its oversight responsibility includes designation of local WorkSource OSO, certification of the One-Stop Centers, designation of Business Solutions Service providers and Title I Adult, Dislocated Worker, and Youth providers, selection and monitoring of workforce development service providers, leading integrated service delivery (ISD) efforts, creating policies, and setting local performance standards.

WSW Mission

To lead a regional workforce development system where every individual has access to high quality employment and every business has access to a highly skilled workforce.

WSW Vision

A region where economic prosperity and growth exists for every person.

2. STRATEGIC PLAN GOALS 2020 – 2024

- *Businesses have access to hire, develop and invest in the skilled workers they need to recover and grow.*
- *Promote equity for every individual by providing access to high-quality employment and advancement opportunities.*
- *An accessible and effective workforce system exists to advance equity for individuals and to promote the community and economic development goals of the region.*

SECTION III: FUND SOURCE INFORMATION

1. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) OVERVIEW

On July 22, 2014, President Obama signed 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. This RFP was created in response to the 2014 WIOA Legislation described above. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer focused, and locally managed. 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.

The WIOA system is built around six key principles:

- *Alignment of Services:* Integrating multiple employment and training programs through the one-stop delivery system will simplify and expand services for job seekers and employers. WIOA supports the alignment of workforce investment, education and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system. Local partners will play a key role in policy development that is customized to meet the needs of the community.
- *Universal Access:* Through the one-stop system, every customer will have access to a set of core employment-related services. WIOA emphasizes the need to increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market.
- *Relevant and Responsive Programs:* WIOA highlights the need to improve the quality and labor market relevancy of community, state and national employment and training programs in efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide employers with the skilled workers the employers need to succeed in the global economy. This principle requires local workforce boards to focus on in-demand industry sectors and occupations, including alternative pathways to employment such as on-the-job training, internships, and apprenticeships in order to effectively close the skills gap.
- *Integrated Service Delivery:* The legislation promotes improvement in the structure and delivery of services to better address the employment and skill needs of workers, job seekers and employers. Service delivery should be seamless, easy, coordinated and accessible across multiple partners and populations.
- *Continuous Improvement:* The legislation promotes improvement in the structure and delivery of services to increase the prosperity of youth and employers.
- *Local Oversight:* Local boards (such as WSW), with involvement from the private sector, will be responsible for program planning and oversight of the local system.

SECTION IV: ONE-STOP OPERATOR DESCRIPTION

1. WorkSource One-Stop Operator Scope of Work

The OSO will utilize strategic, operational, and exceptional customer service skills to collaborate with the WSW workforce system partners to achieve WSW's objectives for the system, in alignment with the local vision, mission, and core values. The OSO will report directly to WSW and maintain regular coordination and communication. The OSO will also be accountable to all the WorkSource One-Stop partners, while upholding strict neutrality and impartiality. Roles and responsibilities of the OSO are described below.

- Equally represent all the partners in the WorkSource One-Stop Center and be responsible for promoting and living the vision, mission, and goals of WSW.
- Form, expand, and coordinate committees to address the needs affecting the WorkSource Centers. Committees might be internally facing (e.g., staff development, hospitality, integrated service delivery) or customer facing (e.g., marketing/outreach, accessibility, safety, continuous improvement, and aesthetics).

- Ensure WorkSource center partners continue to align through the lens of integrated services.
- Understand and comply with WIOA, local, state, federal laws, policies, regulations, and guidance.
- Maintain and provide training and technical assistance in the development, implementation, and oversight of WorkSource standards/procedures/protocol to ensure exceptional customer experience for jobseekers, WorkSource employees, and businesses.
- Oversee day-to-day operations of the WorkSource centers, including scheduling staffing patterns for greeting and facilitation, coordinating room reservations for the center and community partners (e.g., job fairs, large hiring events, community meetings, tours of visitors and dignitaries) and other center-based staffing responsibilities.
- Use strong customer-centric abilities to ensure that the look and feel of the WorkSource center, partner affiliate sites and connection sites are welcoming and accessible. Serve as an intermediary point of contact for partner facilities and shared assets.
- Ensure all Americans with Disabilities Act requirements are met and managed as required by WIOA.
- Create and provide reports to WorkSource partners and other stakeholders as appropriate.
- Promote the services of the WorkSource center and affiliate and connection sites, including development and implementation of an outreach plan and oversight of social media channels and local WorkSource website (www.WorkSourceSWWA.com), with support from WSW and One-Stop partners. Oversee and support the Outreach Specialist.
- Engage with team members to provide day-to-day feedback regarding customer engagement. May provide functional oversight or guidance to partner staff within this realm.
- Facilitate Equal Opportunity Staff training, host monitoring teams, and respond to monitoring reports and help ensure satisfactory compliance results from monitoring visits.
- Participate in ensuring One-Stop Center policies are current, reviewed yearly, and remain in compliance with federal, state, and local policies.
- Provide functional leadership to WorkSource center functional teams in the areas of customer engagement and outreach, business services, universal service access within the resource room, customer service delivery, and contract compliance as outlined within the WSW System Memorandum of Understanding (MOU).
- Responsible for training and onboarding all WorkSource center staff on the essential functions of the center, resource room service delivery, shared standards outlined within the WorkSource handbook, center policies, top quality customer service expectations and practices, and new employee orientation activities.
- Oversee two front desk triage positions (2 FTE).
- Ensure technology is functional and current and that equipment is maintained and appropriately secured.
- Oversee the WorkSource center calendar to ensure all classes and activities are adequately staffed and offered appropriately.
- Maintain WorkSource center hours, including opening and closing, posting notices, and providing community flexibility for WorkSource hours and services as applicable and necessary for connection and affiliate sites' work and service delivery.
- May facilitate resolution of routine or occasional janitorial, parking, building security and safety matters when related to universal access and resources.

- Conduct performance analyses to identify performance improvement opportunities for the WorkSource center and ensure lean operating processes that result in compliance with policies and customer service delivery expectations.

To deliver on the aspirations of the WSW strategic plan, the OSO will:

- Be an inspirational, visionary, goal-driven, highly professional leader;
- Be flexible and willing to change as the needs of the workforce system change;
- Be willing to lead and support creation of a fully functional integrated one-stop center, which will involve change and responsiveness to multiple leaders and needs of a variety of customers;
- Be supported and compensated fairly, to promote retention and high quality leadership;
- Be willing to work on behalf of WSW to achieve its vision for a functionally integrated workforce system that is well-prepared to meet the needs of the local businesses and job seekers.

2. WorkSource One-Stop Operator Preferred Qualities and Values

- Partnership and Collaboration: Prioritizes strong partnerships, aims to collaborate in a facilitative way, always works towards the win-win.
- Customer Service Focus: Unwavering dedication to delivering excellent services to all WorkSource center customers – job seekers, workers, and businesses; also considers partners and colleagues as customers.
- Systems Orientation: Ability to see, facilitate and build connections through a systems lens, looking beyond just programs.
- Anti-Racism: Commitment to anti-racism and equity that includes demonstrated knowledge of and experience in effective strategies.
- Access: Commitment to center accessibility and belonging, both for employees and also customers.
- Facilitative Leadership: Assists others in reaching their goals; does not require center stage.
- Commitment to Access: Believes in and works towards a no wrong door approach; strives to eliminate barriers and reach new audiences.
- Neutrality: Works on behalf of and is equally accountable to all WorkSource center partners. Provides services in an equitable fashion and refrains from bias and partiality in thinking, decisions, influence, and actions.
- Lived Experience: Personal experience that aligns with customers' challenges and needs is valued, in addition to professional experience.
- Mediator: Conflict resolution and mediation skills at the organizational and individual levels.
- Sustainability: Proactively facilitates planning that builds long-term strategies and resources.
- Motivation: Excited to help the WorkSource centers reach its full potential as the backbone of the workforce development system in our community.

SECTION V: SUBMISSION, EVALUATION AND SELECTION

1. PROPOSAL REVIEW AND EVALUATION PROCESS

Proposals will be screened for compliance with the federal and state Workforce Innovation and Opportunity Act requirements, consistency with the WSW Strategic Plan, and alignment with the specifications of this RFP through the following three-phase process.

Phase I:

WSW staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will continue to Phase II:

- All requested information and documentation is included in the application package; and
- The proposal is submitted in accordance with the RFP.

Phase II:

Proposals that have met the minimum criteria as stated above will then be reviewed and ranked by the evaluation committee based on the scoring metrics in the next section. The Evaluation Committee will be comprised of WSW Staff and WSW Board members who are not bidding or in partnership of a submitted proposal.

Phase III:

The recommendations of the Evaluation Committee will be presented to the Executive Board of WSW and then the full WSW Board of Directors for approval. All contract awards will be considered provisional pending receipt of any additional documents regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

2. PROPOSAL EVALUATION CRITERIA

The Evaluation Committee will evaluate each submitted proposal based on the following criteria:

1. Organizational Experience and Past Performance	10 points
2. Relationships and Collaboration	20 points
3. Proposal Narrative	50 points
4. Budget and Budget Narrative	20 points
5. Statement of Compliance Form	Yes/No

The maximum number of points available is 100 points. Section 6 will be evaluated on a "Yes/No" basis. Points will be awarded for responses to Sections 1-5.

The entire proposal, including every criterion above, should be capped at 10 pages. If over this limit, the proposal will be disqualified.

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

SCORED SECTIONS

Organizational Experience and Past Performance **10 points**

This category will the proposer's ability to deliver as proposed, attain, track and report outcomes. Evaluation of the performance and management capability of the proposing agency(s) will include:

- a. Compatibility between proposing agency's mission and WSW goals;
- b. Leadership/Administrative experience and capacity;
- c. Experience managing facilities, technology (including social media platforms and websites), staff training, marketing/outreach and negotiations for resource sharing among partners; and
- d. Experience in implementing systems and/or processes based on the Principles of Lean Enterprise.
- e. Experience in prioritizing and operationalizing diversity, equity and inclusion.
- f. Experience in working with and building a vision with multiple partners.

Relationships and Collaboration **20 points**

This category will evaluate the proposing agency's current and proposed relationships with WIOA core partners and other community partners. Evaluation of this section will include:

- a. Evidence of credible and realistic partnerships;
- b. Existing relationship within WorkSource centers and amongst WorkSource staff;
- c. Collaboration with Title I, Title II, Title III, Title IV and all other mandated WIOA partners
- d. The mechanisms that will be put into place to assure clear communication between partners, as well as procedures that will be utilized to resolve disputes, or address program challenges or issues as they arise.

Narrative **50 points**

This category will evaluate the feasibility and adequacy of operator services and processes, including evaluation of the preferred qualities and values listed above.

Budget and Budget Narrative **20 points**

This category will evaluate the cost of the proposed plan. Budget will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are reasonable, plausible, fully justified, and competitive as measured by the review of the line-item budget, the operator feasibility and plans, and comparison to all other proposals.

3. APPEALS AND DISPUTES

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.

SECTION VI: RESPONSE PACKAGE

1. ORGANIZATIONAL EXPERIENCE AND PAST PERFORMANCE *(Maximum 1 page)*

- A. Describe your agency's vision, mission, staffing and service expertise, services provided, current customer base, funding sources, and funding stability. Describe how this proposal relates to your organization's goals and to WSW's strategic plan goals.
- B. Describe your organization's and staff's experience related to One-Stop Operations and your organization's capacity to carry out your proposed Operator services.
- C. Describe your organization's and staff's experience administering and overseeing federal funding?
- D. Describe your experience and demonstrated success as a facilitative leader for partnerships, both generally and in the specific areas listed below.
 - a. Keeping partners actively engaged
 - b. Maintaining awareness of and respect for partners' varying needs and goals
 - c. Holding partners accountable to commitments and shared agreements
 - d. Proactive mediation and conflict mitigation or resolution
 - e. Avoiding conflicts of interest and maintaining neutrality
- E. Describe demonstrated ability and knowledge in the following areas, clearly articulating years and depth of experience, specific approach, measurable outcomes, notable achievements, and any relevant credentials.
 - a. Improving customer service
 - b. Integrating anti-racism and equity into policies, processes, and culture
 - c. Expanding services to new groups (e.g., geographic, virtual services, reducing barriers)
 - d. Providing and/or coordinating training and presentations
 - e. Collaboratively developing policies, procedures, and processes
 - f. Building operations and facility management
 - g. Compliance monitoring, preparation, hosting, and follow-up
 - h. Continuous quality improvement

2. RELATIONSHIPS AND COLLABORATION *(Maximum 1 page)*

- A. Describe and document your partnerships with Washington State Employment Security Department, community colleges, and other WIOA-mandated partners (Adult/Dislocated Worker, Adult Basic Education, Wagner-Peyser, Division of Vocational Rehabilitation, and Temporary Assistance to Needy Families (TANF/DSHS). Be sure to include a clear statement of relationship between your organization and each partner, how your past relationship will support your new role as Operator, and how you will foster shared values, outcomes and resources for the betterment of the workforce development system.

- B. Describe (if applicable) your existing relationship within WorkSource centers and amongst WorkSource staff. Please be detailed with challenges you encountered and your strategies to overcome them.
- C. Describe your experience with outreach, marketing and/or communications, including success increasing awareness of an organization, program or service and any experience with social media platforms and/or websites.
- D. Share your history of success in developing sustainable partnerships, processes, and resources and describe how you will apply your acquired knowledge and experience to create enduring assets for the WorkSource centers.

3. PROPOSAL NARRATIVE

- A. Describe in detail what integrated service delivery means to you/your organization. How will you interact with workforce development partners to ensure customers have a seamless and supportive experience engaging with the WorkSource centers?
- B. Share your organization's beliefs and values about workforce development, including if and how lived experience has influenced the leadership and staff. How will these beliefs and values guide and motivate your role as the OSO?
- C. Describe strategies and ideas you will help develop, promote, and initiate to improve access to services at the WorkSource centers.
- D. How will you champion and help to infuse anti-racism, equity and inclusion into the WorkSource center's policies, practices, and culture?
- E. Briefly summarize your knowledge, experience, and professional network in the SW WA region and Washington State. How will you leverage these networks to improve services and outcomes at the WorkSource centers? If you are a current WorkSource One-Stop System partner or have professional relationships with WorkSource One-Stop System partners, please describe how you will demonstrate neutrality in a role that supports the system.
- F. Describe your understanding of a systems approach, your experience with building and improving systems, and how you will utilize a systems approach as the OSO.
- G. Describe your mission, services provided, current customer base, funding sources, and funding stability. How does your proposal to serve as the OSO align with your mission, goals, skills, and capacity?
- H. The OSO in our community functions as a servant leader, facilitator, and manager who reports to and works on behalf of WSW and partners located at the WorkSource centers. Please explain how you will integrate our leadership structure with your organization's chain of command and decision-making to ensure efficiency, responsiveness, and respect for the local authority and expertise of partners.
- I. The OSO will oversee two triage roles in WorkSource Vancouver and WorkSource Kelso. Please describe how the OSO will ensure a trauma-informed approach to this front-end team for the centers, as well as share how data will be tracked to inform center usage.

4. BUDGET AND BUDGET NARRATIVE

- A. Summarize total funds requested for each county.
- B. Summarize total leveraged, non-Operator funds from Section 2 below for each county for which you are proposing. State both the sources and the specific fund purposes in the budget narrative.

Clark	Total
Operator	
Front Desk (Triage) Staff	
Non-Operator (other leveraged funds)	
Total	
Cowlitz/Wahkiakum	Total
Operator	
Front Desk (Triage) Staff	
Non-Operator (other leveraged funds)	
Total	
GRAND TOTAL	

Please complete one budget detail form for each area (Clark and/or Cowlitz/Wahkiakum) you are proposing to serve.¹

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

¹ You must use WIOA definitions for determining allowable costs.

5. STATEMENT OF COMPLIANCE FORM

As the authorized signatory official for: _____ ,
Submitting Lead 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 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; 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 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

Typed Name and Title

Date

SECTION VII: WSW PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP starts October 1, 2023 and is renewable for up to four years at the discretion of the WSW Board of Directors. If a proposal is not submitted, non-bidders may be excluded in providing WIOA services for up to three years.
3. WSW reserves the right to accept or reject any or all proposals received.
4. WSW reserves the right to waive informalities and minor irregularities in offers received.
5. This RFP does not obligate WSW to award a contract.
6. This RFP is for WIOA services and other related programs and funding streams which may become available to WSW during this funding period.
7. WSW may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
8. WSW may select a service 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 Response Package section of the RFP and adhere to the minimum requirements specified therein.
10. WSW reserves the right to request additional data or oral discussion or documentation in support of written offers.
11. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
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 the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and WSW staff, and continued availability of WIOA funds.
14. Any changes to the WIOA program, performance measures, funding level, or Board direction may result in a change in contracting. In such instances, WSW will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
15. 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.
16. Bidder 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.
17. Service providers will be expected to adhere to WSW procedures to collect, verify, and submit required data as required and monthly invoices to WSW.
18. 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.
19. 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 the overall funds available, or if past management concerns lead WSW to believe that the bidder has undertaken more services than it can successfully provide.
20. 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.

21. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by WSW staff. This site visit will establish, to WSW's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of WSW, that the bidder may not be able to fulfill contract expectations, WSW reserves the right to decline to enter into contract with the organization, regardless of WSW approval of the bidder's proposal.
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 bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity funded in whole or in part by this proposal on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation of programs financially assisted under Title I of the [Workforce Innovation and Opportunity Act of 2014](#) (WIOA). Additionally, bidder must take reasonable steps to ensure that individuals with limited English 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. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder 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.
27. 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).
28. The contract award will not be final until WSW and the bidder 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 bidder and WSW.
29. WSW reserves the right to cancel an award immediately if new state or federal regulations or policy makes 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. Submitted bids in excess of the maximum amount of funds specified for this RFP will be rejected.
31. 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 bidder.
32. WSW reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.

33. WSW reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
34. All contractors shall obtain annually an organization-wide audit. If the organization receives more than \$750,000 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.
35. 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.
36. 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.
37. Awarded bidder may not subcontract any portion of the contract to another entity without prior written approval from WSW.