



**workforce**  
SOUTHWEST WASHINGTON

## **Workforce Southwest Washington Request for Proposals**

**For the period October 1, 2025 – September 30, 2029**

Workforce Innovation and Opportunity Act (WIOA)

WorkSource One-Stop Operator

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

Release Date: June 17, 2025

Due Date: July 25, 2025, 5 PM 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.*

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## **INTRODUCTION**

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.

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

Workforce Southwest Washington (WSW) is responsible for overseeing Clark, Cowlitz, and Wahkiakum County's workforce development system, and a key facet of this system is the American Job Center (AJC), branded as WorkSource in Washington. WSW is issuing this Request for Proposals (RFP) to identify and select a qualified entity to serve as the WorkSource One-Stop Operator, 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 Operator will coordinate with WSW and the One-Stop Center 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 successful Operator is a servant leader who collaborates closely with WSW and One-Stop Center partners to foster a cohesive, customer-focused environment. The selected Operator should bring a strong partnership mindset, uphold principles of equal opportunity, and demonstrate diplomacy, neutrality, and awareness of local needs and resources. As a steward of system standards and goodwill, the Operator will provide operational oversight and functional leadership that aligns with partners to strengthen service delivery—positioning WorkSource Vancouver and Kelso as vital hubs for workforce development in the region.

Alongside the Operator, this RFP funds two (2) Guest Service Representative positions. The Guest Services Representative is the first point of contact for customers at WorkSource. This role is responsible for greeting visitors, answering questions, and directing individuals to the appropriate orientations, workshops, or staff members. The position also supports customers in setting up WorkSource accounts, provides basic tech assistance, and helps with a range of general needs to ensure a smooth and welcoming experience for all who visit the center.

Contracts resulting from this RFP are anticipated to begin October 1, 2025, and end September 30, 2026. WSW reserves the option to extend contracts for up to three additional 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. A local provider of workforce services within the WorkSource system can apply, however they must submit a conflict-of-interest firewall plan/agreement to ensure neutrality and name apparent and/or real conflicts. 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.

### **ESTIMATED GRANT AMOUNT**

The chart below provides a breakdown of the estimated funding available to support the Operator for the upcoming program year 2025-2026. Bidders should ensure that the total of their proposals does 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.

#### **2025 – 2026 FUNDING ALLOCATIONS**

<b>County</b>	<b>Operator (1 FTE)</b>	<b>Guest Services (2 FTE)</b>	<b>Totals (3 FTE)</b>
Clark	\$112,125	\$131,625	\$243,750
Cowlitz/ Wahkiakum	\$37,375	\$43,875	\$81,250
Total Funding	\$149,500	\$175,500	\$325,000

### **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 the 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 Operator)
- Community-based organizations, nonprofit entities, or workforce intermediaries
- Other interested organizations capable of carrying out the duties of the Operator, 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 must have or obtain a Unique Entity Identifier (UEI) assigned through SAM.gov and provide proof of active 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>.

### **PROPOSAL REQUIREMENTS**

**All proposals must be received by WSW by 5 PM Pacific Time on July 25, 2025.** Proposals not received by this time will be automatically disqualified – no exceptions. The submitted proposal should be emailed to [info@workforcesw.org](mailto: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.

### **SOLICITATION TIMELINE**

- **June 17, 2025:** RFP released and available at [www.workforcesw.org](http://www.workforcesw.org)
- **June 20, 2025:** Virtual Information Session: *9:00 to 10:00 am -- Please register here.*
- **July 25, 2025:** Proposals due electronically to [info@workforcesw.org](mailto:info@workforcesw.org) by 5:00 p.m. Pacific Daylight Savings Time.
- **September 9, 2025:** WSW Board Review and Approval
- **September 10, 2025:** Notification of Funding Allocation
- **September 2025:** Contract Development
- **October 1, 2025:** Contract start date WSW reserves the right to make changes to the above timeline or cancel any events.

WSW may follow up with applicants for clarification during the proposal evaluation period, after the RFP has closed.

### **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](#).

### **QUESTIONS AND ANSWERS:**

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

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

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

Questions and answers will be publicly posted on the WSW website the following Monday and Wednesday mornings 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 July 18, 2025, will not be answered.

### **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 Operator, certification of the One-Stop Centers, designation of Business Service providers and Title I Adult, Dislocated Worker, and Youth providers, selection and monitoring of workforce development service providers, leading coordinated, cross-partner service delivery, creating policies, and setting local performance standards.

**WSW Mission**

*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.*

**Strategic Plan Goals 2025-2029**

- 1. Job + Business Growth: Advance quality jobs and business growth.*
- 2. Community Connector: Foster collaborative networks.*
- 3. Equitable + Inclusive Systems: Champion an equitable and inclusive workforce development system.*

For more details regarding WSW's 2025 - 2029 strategic priorities, visit:  
<https://workforcesw.org/about-workforce-sw-washington/strategic-plan>

**SCOPE OF WORK****One-Stop Operator Description**

The One-Stop Operator serves as a central leader within the WorkSource system in Clark, Cowlitz, and Wahkiakum Counties, working in close partnership with center directors and program supervisors to coordinate operations and strengthen system alignment. The Operator supports daily site functions, facilitates leadership collaboration, and promotes coordination across WIOA Title I-IV programs and partner agencies. Responsibilities include managing co-location logistics, functionally supervising business services staff, and helping ensure a consistent, high-quality customer experience. When needed, the Operator leads systemwide processes and initiatives, such as the WorkSource Reimagine project (an upcoming effort to reconfigure and optimize space at the Vancouver WorkSource Center to meet service and operational needs better), and contributes to performance monitoring and continuous improvement. This role is crucial to maintaining a connected and responsive system focused on shared goals.

**Guest Services Representative Description**

The Guest Services Representative is the first point of contact for customers at the WorkSource center. This entry-level role is responsible for greeting visitors, answering questions, and directing individuals to the appropriate orientations, workshops, or staff members. The position also supports customers in setting up WorkSource accounts, provides

basic tech assistance, and helps with a range of general needs to ensure a smooth and welcoming experience for all who visit the center.

### **Site Operations & Coordination**

- Support and collaborate with center directors to ensure effective daily site operations—including space use, customer flow, and facility needs (e.g., center hours, closures, and other site-related concerns)—and help convene center leadership regularly to address shared needs and promote alignment.
- Coordinate across WIOA Title I–IV programs to ensure services are well aligned and working together to meet customer needs.
- Serve as liaison between WSW and WorkSource site leadership.
- Collaborate with center directors to plan and coordinate leadership meetings, staff meetings, and all-staff professional development days.
- Work with WSW on special projects and initiatives e.g., the planned space reconfiguration and optimization project).

### **Co-Location Oversight**

- Work with internal partner supervisors to schedule staff at co-location sites across Clark, Cowlitz, and Wahkiakum counties.
- Maintain regular communication with host agencies and ensure smooth day-to-day operations at each site through consistent check-ins and occasional in-person visits.
- Develop and maintain clear impact assessments associated with each co-location site, to measure effectiveness each quarter.

### **Compliance**

- Serve as the primary point of contact for Equal Opportunity, Code of Conduct matters, including facility accessibility and accessibility committee requirements per the MOU.
- Support partners in maintaining compliance across sites.

### **System & Partner Collaboration**

- Promote alignment and coordination between WorkSource and NEXT Success.
- Support collaboration with community partners, NEXT Success, and WorkSource leadership.
- With core leadership, support staff in using WaWorks and other locally adopted Management Information Systems (MIS).

**Guest Services**

- Guest Services staff are functionally supervised day-to-day by the Employment Security Department (ESD); however, the Operator is responsible for overall coordination and ensuring a consistent, high-quality customer experience in the resource rooms.

**Business Services**

- Provide functional supervision of Business Services teams at Vancouver and Kelso.
- Lead implementation of the WorkSource Business Engagement Plan in collaboration with system partners.
- Ensure outreach efforts are coordinated across the system in alignment with the Coordinated Business Services Policy (#4002-Rev 3).
- Develop and carry out strategies to connect employers with WorkSource and NEXT Success job seekers, focusing on placements and measurable outcomes.
- Support industry-driven projects that meet the workforce needs of WSW's priority sectors: healthcare, advanced manufacturing, construction, and clean energy.

**Reporting & Continuous Improvement**

- Track and report on performance outcomes and operational challenges, as needed.
- Contribute to continuous improvement by providing data-informed feedback when requested.
- Oversee the customer laptop check-out and return process at WorkSource and manage the inventory process.

**PROPOSAL REVIEW AND EVALUATION PROCESS**

All proposals will be evaluated for compliance with federal and state Workforce Innovation and Opportunity Act (WIOA) requirements, alignment with this RFP's specifications, and consistency with WSW's Strategic Plan. The review will follow the three-step process outlined below:

**Step 1: Initial Screening**

WSW staff will conduct a preliminary review to assess proposal completeness and responsiveness. To move forward, proposals must meet the following minimum criteria:

- All required information and documentation are included
- The proposal is submitted in accordance with RFP instructions

**Step 2: Evaluation and Scoring**

Eligible proposals will be reviewed and scored by an Evaluation Committee based on the criteria in the next section. The committee will include WSW staff and Board members with no affiliation to any submitted proposal.

**Step 3: Final Review and Approval**

Recommendations from the Evaluation Committee will be presented to the WSW Executive Board and then the full Board of Directors for final approval. Contract awards will be considered provisional, pending submission of any additional required documentation and successful contract negotiations.

**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.

**Proposals must address all criteria and be limited to a maximum of 10 pages in total.**

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 assess 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 the proposing agency's mission and WSW goals;
- b. Leadership/Administrative experience and capacity.
- c. Experience managing facilities, technology, staff training, marketing/outreach and negotiations for resource sharing among partners.
- d. Experience in implementing systems and/or processes.
- e. Experience supporting customer-centered service delivery that meets the needs of individuals from a variety of backgrounds and circumstances.
- f. Experience in working with and building a shared 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, either in Southwest Washington or elsewhere. Evaluation of this section will include:

- a. Examples of credible and realistic partnerships.
- b. Examples of relationships within American Job Center(s); Collaboration with Title I, Title II, Title III, Title IV, and all other mandated WIOA partners.
- c. The mechanisms that will be put into place to ensure 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. The 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, feasibility and plans, and comparison to all other proposals.

**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.

**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. Facilitating alignment among partners around shared commitments and 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 cultural awareness and equity into policies, operations, and service delivery to ensure equal access, including the use of plain language in written materials and communications.
  - c. Providing and/or coordinating training and presentations
  - d. Collaboratively developing processes
  - e. Building operations and facility management
  - f. Compliance monitoring, preparation, hosting, and follow-up
  - g. Continuous quality improvement

**2. Relationships and Collaboration (Maximum 1 page)**

- A. Describe your partnerships with key workforce entities, including public employment agencies, community colleges, and required WIOA partners (e.g., Adult/Dislocated Worker, Adult Basic Education, Wagner-Peyser, Vocational Rehabilitation, and TANF or similar programs). Explain how your past experiences with these partners prepare you for the

Operator role and how you will promote shared values, outcomes, and resource coordination across the system.

- B. Describe (if applicable) your experience working within workforce centers and with center staff. Include any challenges encountered and the strategies used to address them. 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

We value your time and thoughtful input. Responses should be focused and concise, but still thorough enough to demonstrate your approach, experience, and alignment with the role. Please be sure to address each component of the questions below. Responses should reflect your organization's capacity, partnerships, and understanding of the WorkSource system in Southwest Washington.

Where applicable, consider addressing:

- How will your approach benefit both job seekers and employers
- How will your approach support and enhance the experience of WorkSource staff
- Strategies for collaboration, communication, and problem-solving
- Ideas or innovations you will bring to enhance coordination, service delivery, or system performance

### Proposal Narrative Questions

A. **System & Partner Collaboration**

How will you support alignment and coordination across WIOA Title I–IV programs and with other workforce system partners to ensure seamless services for job seekers and employers?

B. **Center Operations & Leadership Support**

How will you work with Center Directors and WSW to support daily operations at WorkSource Vancouver and Kelso, promote alignment across centers, and foster collaboration among site leadership?

C. **Business Services Alignment**

How will you support the coordination and delivery of business services across the workforce system? Describe how you will align efforts within the center to drive quality job placements and measurable employer outcomes. How will you foster collaboration between Business Services teams and Employment Specialists at WorkSource and Next Success?

D. **Co-Location Oversight**

How will you manage and support the scheduling, communication, and day-to-day

operations of Employment Specialists co-located at partner agency sites across Clark, Cowlitz, and Wahkiakum Counties?

**E. Equity & Accessibility**

How will you help ensure the WorkSource system's culture, operations, and services are accessible, welcoming, and effective for all customers?

**F. Resource Room Support**

How will you support an empathetic and consistent customer experience in the resource rooms across both sites, in collaboration with the functional supervisor (partner agency)?

**G. WorkSource Reimagine Project**

How will you contribute to the planning and implementation of the upcoming site reconfiguration and space optimization project, while ensuring continuity of services?

**H. Performance & Continuous Improvement**

How will you help track performance outcomes and operational challenges? What is your approach to providing data-informed feedback to support continuous improvement?

**I. Alignment with WSW's Mission**

WSW's mission is 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. How will your role as Operator and Guest Services Representative(s) help advance this mission? Describe how you will support alignment between business and job seeker needs through system coordination, collaboration, and service delivery.

**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.

<b><u>Clark</u></b>	<b>Total</b>
Operator	
Front Desk (Triage) Staff	
Non-Operator (other leveraged funds)	
<b><i>Total</i></b>	
<b><u>Cowlitz/Wahkiakum</u></b>	<b>Total</b>
Operator	
Front Desk (Triage) Staff	
Non-Operator (other leveraged funds)	
<b><i>Total</i></b>	
<b><i>GRAND TOTAL</i></b>	<b><i>325,000</i></b>

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

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

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<sup>1</sup> 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

**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. Subrecipient must have or obtain a Unique Entity Identifier (UEI) assigned through SAM.gov and provide proof of active 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. 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.
  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. 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.
  30. 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.

31. 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.
32. 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 \$325,000 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. \$325,000 WSW's portion (WSW's portion 100% of the anticipated contract total) will be financed by Federal funds