

REQUEST FOR PROPOSAL (RFP)

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

ONE-STOP OPERATOR (OSO)

RFP# 2025-01-WIOA-OSO | Managing the WorkSource Columbia Basin (WSCB) One-Stop Center

RELEASE DATE: January 31, 2025

NOTIFICATION OF INTENT TO BID DUE: February 18, 2025, 4:00 pm PST

PROPOSAL DUE DATE: March 19, 2025, 4:00 pm PDT {Late submissions will not be accepted}

ANTICIPATED AWARD PERIOD: July 1, 2025, through June 30, 2026; potential annual extension through June 30, 2029- based on future funding availability, any additional regulations or rulemaking from the Federal Department of Labor, community need, subrecipient's performance, and other factors.

GEOGRAPHICAL AREA: Benton and Franklin Counties, Washington.

AMENDED: 02/10/2025, 03/03/2025, 03/18/2025

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SECTION 1: INTRODUCTION AND WIOA BACKGROUND

INTRODUCTION

Benton-Franklin Workforce Development Council (BFWDC) is responsible for overseeing the workforce development system in Benton and Franklin Counties. BFWDC is issuing this Request for Proposal (RFP) on behalf of the BFWDC Board of Directors and the Chief Local Elected Officials (CLEOs) to identify and select a qualified organization or consortium of partners to serve as the WSCB – One-Stop Operator (OSO), funded by the BFWDC via the Department of Labor (DOL) under WIOA (Public Law No: 113-128).

The WSCB-OSO reports to the BFWDC and collaborates with WSCB partners to create a collaborative, professional, and productive environment, where exceptional customer experience is central to our mission. The OSO selected will demonstrate a passion for workforce development and an understanding of how impactful WSCB is to the health and well-being of our region. The OSO will provide dynamic leadership to coordinate the operations of our WSCB partners. The OSO will demonstrate a commitment to equality and an unbiased approach with all stakeholders. The OSO will maintain operational oversight of WSCB that aligns with partners to enhance services.

This RFP is seeking proposals that demonstrate expertise, experience, and capacity to serve as the OSO with a focus on ensuring that WSCB is customer-focused, welcoming, and fully accessible to all, integrated with onsite and community workforce development services, and offers comprehensive solutions to job seekers, workers, and businesses. The OSO will provide leadership and coordination of WSCB partners to minimize duplication of services and promote seamless service delivery at WSCB in a manner that maximizes regional impact and aligns with WIOA standards and the BFWDC Local Workforce Development Board's [Four-Year Strategic Plan \(2024-2028\)](#).

FUNDING AND TYPE OF SUBAWARD: The One-Stop Operator (OSO) will receive funding through a cost reimbursement subaward of the WIOA Title I award. The final award amount has yet to be determined. For planning purposes, we anticipate a funding range of \$140,000 to \$160,000.

ANTICIPATED SUBAWARD START DATE: July 1, 2025

INITIAL SUBAWARD END DATE: June 30, 2026, BFWDC reserves the right to extend the subaward for another three years on an annual basis through June 30, 2029, based on future funding availability, any additional regulations or rulemaking from the Federal Department of Labor, community need, subrecipient's performance, and other factors.

LOCATION OF OSO: The OSO is expected to have full-time presence at WSCB, located at 815 North Kellogg Street, Suite D in Kennewick, WA 99336. The OSO must be able to coordinate and execute responsibilities virtually when closures of WSCB are required due to weather conditions and for other safety reasons that may surface during the subaward period.

WORKFORCE INVESTMENT AND OPPORTUNITY ACT (WIOA) BACKGROUND

On July 22, 2014, President Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Every year the key programs that form the pillars of WIOA help tens of millions of job seekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA has provided an opportunity for reforms to ensure the WorkSource One-Stop

Delivery System is job-driven, responding to the needs of employers and preparing workers for jobs that are available now and in the future. Here is a link to the [WIOA Core and Required Partners](#). WIOA has **six** main purposes:

1. Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
2. Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
3. Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
4. Promote improvement in the structure and delivery of services.
5. Increase the prosperity of workers and employers.
6. Provide workforce development activities that increase employment, retention, and earnings of participants and that increase post-secondary credential attainment and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet skills requirements of employers, and enhances productivity and competitiveness of the nation.

SECTION 2: PURPOSE, FUNDING AND SCHEDULE

PURPOSE

The purpose of BFWDC’s OSO RFP is to solicit services from a qualified organization or consortium of partners to serve as OSO for the WSCB One-Stop Center. The OSO will be responsible for providing leadership and coordination of the service delivery, responsibilities, and contributions of required WSCB partners for the BFWDC area (Workforce Development Area (WDA)-11). In addition, the OSO will be responsible for the operational oversight of connection sites established within our community.

FUNDING

The One-Stop Operator (OSO) will receive funding through a subaward from WIOA Title I. The final award amount has yet to be determined. For planning purposes, we anticipate a funding range of \$140,000 to \$160,000. Please note that the BFWDC reserves the right to adjust the total estimated subaward amount. This estimate serves as a guideline for bidders as they prepare their proposal budgets. Bidders are not obligated to request the full amount of the estimated funding available.

SCHEDULE

Proposals must be received via email no later than 4:00 p.m. on March 19, 2025. Proposals must be emailed to: Cynthia N. Garcia, Executive Director; e-mail: procurement@bf-wdc.org.

RFP #2025-01-WIOA-OSO Public Release Date	January 31, 2025
Virtual (via Zoom) Mandatory Bidders’ Conference	February 10, 2025, 2-3:30 PM PST
Notification of Intent to Bid Due	February 18, 2025, 4:00 PM, PST
Deadline for Written Questions E-mail question with RFP number in the title to: procurement@bf-wdc.org .	March 12, 2025, 4:00 PM, PST

Questions and answers will be posted to: https://www.bentonfranklinwdc.com/rfp	
Proposal Package Due	March 19, 2025, 4:00 pm, PDT-late submissions will not be accepted
Technical Review	March 24 – April 3, 2025
Evaluation of Proposals & Oral Interviews (if held)	April 7-14, 2025
Announcement of Subaward	On or near April 29, 2025
Subaward Negotiations and Contract Development	May 1 – June 30, 2025
Anticipated Subaward and Contract Start Date	July 1, 2025

BFWDC reserves the right to adjust the schedule when it is in the best interest of the Board to extend or modify any published deadline in this RFP. The RFP timeline will be consistently updated on the BFWDC website at [Requests for Information & Proposals | Benton-Franklin WDC](#)

BFWDC conducts all procurements to provide open competition as required under 2 CFR 200, other federal and state laws and regulations, and the [BFWDC Procurement Policy](#). This RFP identifies all relevant requirements, the technical review process, evaluation factors, scoring point range, and the selection process. A technical review will be completed for all entities submitting a Notification of Intent to Bid by February 18, 2025, at 4:00 PST and a proposal by March 19, 2025, at 4:00 PST.

BFWDC reserves the right to revise any part of the RFP at any time before the submission deadline date, if necessary. These revisions will become addendums to the RFP and will be posted on the BFWDC website at <https://www.bentonfranklinwdc.com/rfp>. Bidders are responsible for checking the website frequently to remain informed about the procurement process. Bidders must amend proposal packages as addendums as necessary. Failure to acknowledge any addendum that impacts proposal requirements will result in disqualification of the proposal.

MANDATORY BIDDERS CONFERENCE AND WRITTEN QUESTIONS

Potential bidders and others who may be interested in this RFP are invited to a mandatory virtual Bidders’ Conference on February 10, 2025, from 2:00 – 3:30 am PST. The Bidder’s Conference is an opportunity to ask questions about the RFP and proposal requirements, with BFWDC staff in attendance to share information and answer questions. Those interested in attending the Bidder’s Conference must request an Outlook invitation with the Zoom meeting link no later than 1 business day prior to the Bidders’ Conference. E-mail procurement@bf-wdc.org, with the RFP number in the e-mail subject line, to request an invitation. Remember that those qualified organizations or consortium of partners submitting a bid must have a representative in attendance at the Bidders’ Conference.

NOTIFICATION OF INTENT TO BID

Qualified organizations or consortium of partners planning to submit a proposal in response to this RFP must submit a Notification of Intent to Bid via e-mail by February 18, 2025, 4:00 pm PST. E-mail the organization’s name, primary contact person’s name, e-mail address, phone number, and statement of intent to submit a proposal to procurement@bf-wdc.org. Include the RFP number (RFP #2025-01-WIOA-

OSO) in the e-mail subject line. If the Notification of Intent to Bid is not received or arrives after the due date and time, proposals will be disqualified.

SUBMITTING QUESTIONS REGARDING THE RFP

BFWDC welcomes questions about this RFP. All questions must be submitted by e-mail. Submit questions by e-mailing to; procurement@bf-wdc.org with the RFP number (RFP #2025-01-WIOA-OSO) in the e-mail subject line. The deadline for written questions is March 12, 2025, at 4:00 pm PST. Questions submitted after this deadline will not receive a response.

SECTION 4: PROPOSAL EVALUATION CRITERIA

MINIMUM REQUIREMENTS AND SUBMISSION INSTRUCTIONS

To be considered for review, proposals must follow the submission instructions in this RFP, provide all information required in the proposal narrative, and include all required forms and attachments (signed and dated by your organization's representative, as indicated). The bidder selected through this solicitation will be required to agree to the General Terms and Conditions in BFWDC subrecipient contract and must also comply with all applicable federal and state laws and regulations and the local policies established by BFWDC.

PROPOSAL PACKAGE SUBMISSION

Qualified organizations or consortium of partners planning to submit a proposal in response to this RFP must submit their proposal package via e-mail by **March 19, 2025, 4:00 pm PDT**. The E-mail shall include the organization's name, primary contact person's name, e-mail address, and phone number, and a statement that the attached file(s) is the proposal package. The proposal package should be sent to procurement@bf-wdc.org. Include the RFP number (RFP #2025-01-WIOA-OSO) in the e-mail subject line. If the Proposal Package is not received or arrives after the due date and time, proposals will be disqualified.

ORGANIZATION AND CONTENT REQUIREMENTS

To facilitate the proposal review process and maximize comparability opportunities, proposal packages must be submitted as a single PDF document that includes all items below, in the order shown.

1. Proposal Cover Sheet (signed)
2. Table of Contents including page numbers
3. Bidder Information
4. Proposal Narrative (including response to proposal questions)
5. While there is no specific budget template, bidders must include, at a minimum, detailed line items for salaries and benefits, travel, supplies, facilities, equipment, and subcontracts. If bidders choose to include indirect costs, a cost allocation plan must be submitted for review and approval prior to the awarding of the contract.
6. References- Provide three (3) references of organizational entities who have been prior recipients of your organization's services. Include names, titles, contact information, services provided and a brief evaluative description of the outcomes of that working relationship. If the organization submitting a proposal is a consortium, each partner will need to submit at least one reference, but no more than three.
7. Audit Report (or most recent financial statements if no Audit Report is available)
8. Conflict of Interest Attestation (signed)

9. BFWDC General Assurances and Certification (signed)

Note: All RFP#2025-01-WIOA-OSO forms are posted at: <https://www.bentonfranklinwdc.com/rfp>.

REQUIRED PROPOSAL FORMAT

- Font – Between 11 and 12 points, Times New Roman, Arial or Calibri
- Paper & Pages – 8 ½ x 11 inches, numbered, 1-inch margins
- Maximum Page Limit – 14 pages (this does not include attachments)

SECTION 5: MISSION, VISION, GOALS AND OBJECTIVES FOR 2024-2028

Mission Statement: The BFWDC promotes a prosperous community by providing a progressive workforce system.

Vision Statement: BFWDC contributes to our prosperous region by elevating the human potential.

Goal 1: Business and Economic Development | Support business development and competitiveness by aligning with economic development and growth efforts.

Objective 1: Increase awareness of workforce services and programs available to local business owners.

Objective 2: Connect businesses with skills-based testing resources; develop skillsets to promote/elevate businesses to the next level by implementing a localized job quality framework* to guide decisions and critical investments in delivering business services.

**Job quality framework is a blueprint of actionable, detailed strategies for companies to improve their jobs and work conditions.*

Objective 3: Identify the skills gaps and challenges of current and future business owners and economic growth efforts.

Goal 2: Youth | Improve access to opportunities for youth and young adults* with barriers to employment to transition to an economically successful adulthood.

**(In-School Youth- 14-21 years) (Out of School Youth- 16-24 years)*

Objective 1: Empower the next generation by expanding near-peer* youth opportunities and awareness of workforce programs offered.

**A Near Peer is an individual who has recently gone through an experience that someone will now or soon be facing.*

Objective 2: Connect with the digital world of youth and meet them where they are. Use social media and devices to explore education and employment prospects by utilizing social media platforms to communicate opportunities.

Objective 3: Increase awareness and understanding of alternative career pathways- such as technical education, certificates, trade programs, apprenticeships, and educational opportunities, including 2 & 4-year degrees.

Goal 3: Adult | Improve access to opportunities for adults to become economically successful.

Objective 1: Increase education, training, and upskilling of ALICE* workers.

**ALICE: Asset Limited, Income Constrained, Employed — earning more than the Federal Poverty Level, but not enough to afford the basics where they live.*

Objective 2: Meet job seekers where they are to introduce them to employment training and skill-building opportunities.

Objective 3: Identify employment and education barriers of job seekers and work with community partners to mitigate them.

Goal 4: Community Outreach | Strengthen collaboration with partners to meet the workforce needs of our employers and community.

Objective 1: Enhance the onboarding of new board members and community partners in the public workforce system, programs, and support services available.

Objective 2: Explore credential reform to improve equitable access, mobility, and long-term economic success.

Objective 3: Increase participation in the regional workforce development system by developing strategic partnerships integrating system services, data accountability, and resources.

For more information about WIOA and Benton-Franklin Workforce Development Councils Strategic Plan, visit: [2024-2028 BFWDC Strategic Plan](#)

SECTION 6: ELIGIBLE ORGANIZATIONS AND DESIRED QUALIFICATIONS

Eligible organizations, as identified in 20 CFR 678.600, may submit proposals for the role of One-Stop Operator. The following is an excerpt from the CFR:

- a) One-stop operators may be a single entity (public, private, or nonprofit) or a consortium of entities. If the consortium of entities is one of one-stop partners, it must include a minimum of three of the one-stop partners described in § 678.400.
- (b) The one-stop operator may operate one or more one-stop centers. There may be more than one one-stop operator in a local area.
- (c) The types of entities that may be a one-stop operator include:
 - (1) An institution of higher education,
 - (2) An Employment Service State agency established under the Wagner-Peyser Act,
 - (3) A community-based organization, nonprofit organization, or workforce Intermediary,
 - (4) A private for-profit entity,
 - (5) A government agency,
 - (6) A Local WDB, with the approval of the chief elected official and the Governor; or
 - (7) Another interested organization or entity, which is capable of carrying out the duties of the one-stop operator. Examples may include a local chamber of commerce or other business organization, or a labor organization.
- (d) Elementary schools and secondary schools are not eligible as one-stop operators, except that a nontraditional public secondary school such as a night school, adult school, or an area career and technical education school may be selected.

The BFWDC is seeking qualified organizations or a consortium of partners that meet the following criteria:

- Passionate and dynamic leaders committed to workforce development and its transformative impact on the region.
- Strong business acumen and a professional presence.
- Ability to engage with diverse demographics across the two-county region.
- Proven experience and expertise in working under the Workforce Innovation and Opportunity Act (WIOA).
- Track record of successfully facilitating distinct groups with similar yet non-aligning goals and objectives.
- Demonstrated skills in mediation and/or negotiation.
- In-depth knowledge of the local region, including demographic, economic, and social factors.

SECTION 7: SCOPE OF WORK AND DELIVERABLES

The basic role of OSO is to provide leadership and coordination of the service delivery of participating One-Stop center partners. Additionally, the OSO must:

- Create and maintain an environment where job seekers and businesses receive excellent customer service, and needs are met so they have a positive experience worthy of referring to friends and family.
- Create and maintain an environment where staff from each of our partners can do their very best work and where they can clearly see the value of being co-located at our WSCB center.
- Work with partners to offer innovative and impactful services that meet the needs of job seekers and businesses.
- Incorporate the lessons learned from other One-Stop centers and constantly look for ways to improve and be more impactful.
- The OSO is the WSCB Center Chief Ambassador and is actively engaged in establishing and growing relationships with regional businesses, city and county government, and state/federal agencies so that we understand their needs and they understand the capabilities and services being provided by WSCB.
- Work with the BFWDC to identify and secure additional WSCB center partners and expand the size of current partners.

It is the responsibility of BFWDC as the administrative entity to provide oversight of the operations of the workforce system in Benton and Franklin counties. The Board is firmly committed to ensuring that our WSCB one-stop center provides career services equitably to all customers. OSO works with all partners located in the WSCB center to develop innovative and impactful solutions to the challenges faced by job seekers and businesses in our region. WSCB services are incorporated into the workforce delivery system and are offered through partner agencies using various funding sources. While the staff and funding for these services come from a wide range of system partners, it is the role of the OSO to integrate these various partners and services into an integrated, value-added, service delivery approach that delivers more to our clients than could be achieved if these partners provided their services individually.

The qualified organization or consortium of partners will appoint a One-Stop Operator representative to act as the "functional leader." This person will be responsible for organizing and coordinating services at WSCB, ensuring that everything runs smoothly and efficiently. While the functional leader will manage coordination, formal leadership, supervision, and performance duties will remain with the One-Stop Operator representative's employer. The key responsibilities are:

A. Compliance

1. Ensure WSCB policies and procedures are followed.
2. Ensure compliance with WIOA, WIOA regulations, state and local policies, and the U. S. Department of Labor Statement 29 CFR 38 Implementation of Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation and Opportunity Act; Final Rule.
3. Coordinate the provision of services to eliminate or minimize duplication.
4. Ensure One-Stop center partners are utilizing the common intake case management referral process and client tracking systems appropriately.
5. Prepare and present monthly reports and ad hoc reports (as requested) on performance and service delivery of WSCB.
6. Oversee the implementation of the strategic objectives of the BFWDC.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence will be given to the laws and regulations.

B. Management

The OSO will be responsible for the following:

1. Management of the day-to-day operations of the WSCB.
2. Manage, coordinate, and integrate partner responsibilities for service delivery, as defined in the Memorandum of Understanding; manage hours of operation, coordinating daily work schedules and workflow based on operational needs.
3. Manage and ensure system-wide standards are established and maintained; identify issues that need to be addressed that have to do with service delivery and resolve those issues. The OSO is responsible for facilitating communication and partnership with WSCB partners as well as non-co-located partners to work together to resolve issues and meet customer needs.
4. Oversee and coordinate operations with partners at WSCB and connection sites, ensuring a seamless and integrated service delivery system across all locations. Work to align the operations of these sites with BFWDC policies, particularly those governing the oversight and implementation of the American Job Center's services.
5. Coordinate WSCB performance measures and deliverables established by BFWDC.
6. Provides reports to BFWDC on physical, programmatic, and technology accessibility ensuring accommodations and accessibility for all.
7. Utilize the customer database system currently in operation in the WSCB which allows WSCB staff to track and report on customer usage of the One-Stop center and related services. Use the system to track and report on customer activities as requested by the BFWDC.
8. Ensure that the One-Stop Center partners adhere to the MOU agreements and reporting procedures.
9. Identify system issues, address them with partner agencies, and escalate to the BFWDC, if necessary. System issues may include but are not limited to personnel issues with staff in each of the functional units, regardless of employer.
10. Ensure State requirements for WSCB Certification and Accessibility Standards are met and maintained.

11. Ensure staff are trained as required in [TEGL 16-16](#) and by their formal leadership organizations and provide technical assistance if needed.

C. Community | Partner Relations

1. Convene and/or attend meetings to build relationships among the partners and facilitate conversations to streamline processes and create better efficiencies and effectiveness.
2. Implement quality and continuous improvement principles within the system.
3. Responsible for capacity building within the system and staff.
4. Promote WSCB programs and educate local community and faith-based organizations about the Workforce System and the services provided by WSCB.
5. Cooperate and collaborate with system partners to ensure a safe, attractive, and functional WSCB.
6. Oversee the determination of resource sharing, including equipment, among Partners and co-located organizations within WSCB.
7. Work with BFWDC staff to identify how costs for resources being shared will be billed fairly.

E. Jobseeker and Business Services

1. Ensure job-seeking customers are served through an integrated, seamless process related to the various services and functions offered in order to reduce duplication of resources, minimize the number of contacts, and streamline processes.
2. Ensure that all customers have the ability to access WSCB services.
3. Research, identify, and report in writing to BFWDC any ADA compliance discrepancies for all customers at WSCB together with our associated specialty and satellite sites.
4. Outreach and Recruitment of Customers: Collect, manage, aggregate, and provide data to BFWDC regarding customer and business client flow and service usage and all other matters important to the BFWDC at WSCB and each of the connection sites and report to the BFWDC.
5. Collaborating with the Business Solutions Team to increase employer engagement and act on employer feedback to align services with workforce needs.

F. Marketing and Community Engagement

1. The OSO will enhance the visibility and partnerships of the WSCB One-Stop Center and connection sites through strategic use of social media, community events, and local outreach efforts following local [Branding and Social Media Policy No: 2015-30](#).
2. Develop and implement a comprehensive marketing plan that highlights the services and impact of the WSCB One-Stop Center, including targeted campaigns to raise awareness among underserved populations.
3. Foster partnerships with local businesses, community organizations, and educational institutions to expand referral networks and increase community engagement.
4. Leverage digital platforms and traditional media outlets (e.g., radio, print, local TV) to reach a broader audience and ensure the WSCB's services are accessible to all community members.
5. Organize and participate in job fairs, informational sessions, and community workshops to connect individuals with available workforce development resources and opportunities.

6. Collect and share success stories from clients and partners to promote the positive outcomes of workforce development efforts and encourage further engagement.
7. Utilize data-driven strategies to measure the effectiveness of marketing campaigns and community engagement initiatives, adjusting tactics as needed to maximize outreach efforts.
8. Collaborate with local government agencies to align marketing strategies and ensure consistent messaging about available services across all public platforms.

DELIVERABLES

In coordination with BFWDC, the following deliverables will be prioritized:

- **Work Plans and Reports:** Develop comprehensive work plans and reports for BFWDC that accurately measure and document WSCB activities.
- **MOU/IFA Expansion:** Successfully add at least one WSCB partner to the MOU/IFA.
- **Rural Connection Site:** Establish at least one connection site in a rural area within Benton or Franklin Counties.
- **Ongoing Partnerships:** Formalize and maintain partnerships with key organizations, including Columbia Ability Alliance, Salvation Army, Union Gospel Mission, and Goodwill Industries.
- **Grant Pursuit:** Collaborate with BFWDC to submit applications for non-WIOA grants.
- **Community Visibility:** Enhance WSCB’s visibility and engagement within the community.
- **Metrics Tracking:** Track and report key metrics such as client participation, job placements, retention rates, and cost-effectiveness, measuring progress against established goals.
- **Data Collection and Analysis:** Accurately collect and analyze data to inform decision-making and demonstrate program effectiveness.

These deliverables are designed to drive the success of WSCB's initiatives and ensure alignment with our goals.

SECTION 8: PROPOSAL NARRATIVE, BUDGET & ATTACHMENTS

NARRATIVE QUESTIONS AND POINT VALUE (115 POINTS MAXIMUM)

Bidders are advised to review all parts of this RFP to provide context for the following narrative questions. Include the questions before each of your responses in your proposal.

NO.	QUESTION	VALUE
1.	Describe in detail what integrated service delivery means to you/your organization. How will you interact with workforce development partners to ensure customers have their needs met, and have a seamless and supportive experience at the WSCB One Stop Center?	7 points
2.	Share your beliefs and values about workforce development, including if and how “lived experience” has influenced you. How will your beliefs and values guide and motivate your role as the WSCB One-Stop Operator?	7 points
3.	Describe strategies and ideas you will help develop, promote, and initiate to improve access to services at the WSCB One-Stop Center.	5 points

4.	How will you promote and integrate fairness and access into the WSCB One-Stop Center's policies, practices, and overall culture?	5 points
5.	Briefly summarize your knowledge, experience, and professional network in Benton and Franklin Counties, neighboring counties, and Washington State. How will you leverage these networks to improve services and outcomes at the WSCB One-Stop Center?	7 points
6.	Describe strategies and ideas you have to bring forward as the WSCB OSO regarding exceptional service delivery at WSCB for both employer and job seeker customers.	8 points
7.	Describe your professional network in Benton and Franklin Counties. How will you leverage these network forces to improve services and outcomes at WSCB?	6 points
8.	Describe your experience in this space, specifically with platforms (Zoom, MS Teams, WebEx) and how you use them to efficiently interact with colleagues, partners, customers, fund sources and community stakeholders.	5 points
9.	Share your history of success in developing sustainable partnerships, processes, and resources. Describe how you will apply your acquired knowledge and experience to create enduring assets for the WSCB One-Stop Center.	6 points
10.	Describe your experience and demonstrated success as a facilitative leader for partnerships, both generally and in the specific areas listed below. <ul style="list-style-type: none"> 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 	6 points
11.	The WSCB One-Stop Operator in our community functions as a servant leader, facilitator, and manager who reports to the BFWDC and leads the partners located at the WSCB One-Stop Center. 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.	7 points
12.	How will you, as the WSCB OSO, determine what the range of workforce development services offered at WSCB should be for Job Seekers and Employers?	5 points

13.	If applicable, describe the methods that will be utilized to ensure the OSO is functioning as a neutral convener of workforce system partners and system goals. Provide clarifying statements that will demonstrate a firewall is in place and conflicts of interest are being mitigated in compliance with 678.625. (NPRM Part II Department of Labor Employment and Training Administration 20 CFR Parts 676, 677, and 678)	5 points
14.	Describe methods to ensure customer satisfaction and continuous quality improvement.	6 points
15.	Prepare a narrative relating your understanding of each of the performance measures, including federal performance indicators and explain fully the steps you will take to assist the local workforce system in meeting the performance measures (contractual and common).	5 points
16.	Detail all experience relating to monitoring, auditing, and reviewing of federal, state, or local laws and regulations.	5 points
17.	Describe your experience and ability to resolve difficult partnership issues with all parties involved.	7 points
18.	Provide specific examples of how your organization has created a positive work culture and environment where differences are valued, encouraged and supported.	7 points
19.	Describe your organizational experience maintaining, tracking and reporting of federal funds.	6 Points

Maximum Value for Responses to Questions

115 Points

BUDGET WORKSHEET AND BUDGET NARRATIVE

While there is no specific budget template, bidders must include, at a minimum, detailed line items for salaries and benefits, travel, supplies, facilities, equipment, and subcontracts. If bidders choose to include indirect costs, a cost allocation plan must be submitted for review and approval prior to the awarding of the contract. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories and based on cost principles from 2 CFR 200 and CFR 2900.

The Budget Worksheet does NOT count toward the 14-page Proposal Narrative Limit.

Provide a Budget Narrative that describes and breaks down all Budget Worksheet expenses, including sufficient details to enable assessment of cost reasonableness. *The Budget Narrative DOES count toward the 14-page Proposal Narrative Limit.*

Maximum Value for Budget Worksheet and Budget Narrative

30 Points

ATTACHMENTS

The attachments described below will not count toward proposal scoring but will be reviewed by the RFP Committee. All attachments must be included with the Proposal Narrative in the proposal package, in the

order shown on page 7, as part of a single PDF document. All attachment forms are available at <https://www.bentonfranklinwdc.com/rfp>, and links to each form are provided below.

PROPOSAL COVER SHEET | The Proposal Cover Sheet must be filled out, signed, and dated by the organization's authorized representative.

BIDDER INFORMATION | This form requests information about the bidder's organization, management systems, audit history, accounting system, and contract/grant performance.

TABLE OF CONTENTS | Including page numbers. Proposal packages are required to include a Table of Contents with page numbers that align with and include the required content listed on page 7.

BUDGET WORKSHEET | While there is no specific budget template, bidders must include, at a minimum, detailed line items for salaries and benefits, travel, supplies, facilities, equipment, and subcontracts. If bidders choose to include indirect costs, a cost allocation plan must be submitted for review and approval prior to the awarding of the contract. All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories and based on cost principles from 2 CFR 200 and CFR 2900.

REFERENCE FORMS (3) | Provide three (3) references of organizational entities who have been prior recipients of your organization's services. Include names, titles, contact information, services provided, and a brief evaluative description of the outcomes of that working relationship. If the organization submitting a proposal is a consortium, each partner will need to submit at least one reference, but no more than three.

AUDIT REPORT | Most recent financial statements if no Audit Report is available.

CONFLICT OF INTEREST ATTESTATION | This form requires attestation that the bidder's organization will comply with the BFWDC Code of Conduct and Conflict of Interest Policy and request disclosure of any current or potential conflicts of interest, real or perceived, in serving as the WSCB OSO. The form must be signed and dated by an authorized representative of the bidder organization.

BFWDC GENERAL ASSURANCES AND CERTIFICATION | This form must be signed and dated by an authorized representative.

SECTION 9: PROPOSAL REVIEW, EVALUATION & AWARD PROCESS

PROPOSAL REVIEW

The BFWDC will conduct a technical review of proposals to ensure that all technical requirements of the RFP have been met, such as the inclusion of all required attachments and adherence to page limits. Proposals passing technical review will be forwarded to the RFP Evaluation Committee for review, evaluation, and scoring.

EVALUATION

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to BFWDC procurement policy and all other applicable state and federal regulations. All

proposals will be assessed and scored by an RFP Evaluation Committee, which will recommend a proposal for funding to the BFWDC Executive Director.

Proposals received by March 19, 2025, 4:00 pm PDT due date and passing the technical review will be scored by the RFP Evaluation Committee using the following rubric.

RFP# 2025-01-WIOA-OSO	MAXIMUM POINTS
Proposal Narrative Questions	115 Points
Budget Worksheet	15 Points
Budget Narrative	15 Points
Total Possible Maximum Points	145

Proposals must receive a total score of 100 points or higher to be considered for funding. After the RFP Evaluation Committee completes the proposal review and scoring, they may decide they are ready to recommend a proposal for funding to the BFWDC Executive Director.

Alternatively, the RFP Evaluation Committee may decide to hold virtual oral interviews with some or all bidders whose proposals scored 100 points or higher prior to making their recommendation. If held, oral interviews will be scheduled for the week of April 7, 2025. The BFWDC will notify bidders via e-mail of a more specific timeframe once the RFP Evaluation Committee determines their evaluation meeting day(s). Following oral interviews, the RFP Evaluation Committee will recommend a proposal for funding to the BFWDC Executive Director.

If all proposals are deemed inadequate as assessed by the RFP Evaluation Committee, BFWDC will have the option of re-posting the RFP or conducting a sole source procurement.

BFWDC may select a proposal based on the initial information received without modification. However, BFWDC reserves the right to conduct additional virtual or phone interviews or complete a management review of the evaluation process prior to making a funding award recommendation to the BFWDC Board of Directors.

AWARD PROCESS

All bidders submitting a proposal will receive written notification via email regarding BFWDC’s decision on their proposal. Please note that the formal awarding of a contract and the actual execution of the contract depend on several conditions: approval by the BFWDC, receipt of WIOA funds from both federal and state administering agencies, and the ongoing availability of WIOA funds.

BFWDC may require the selected bidder to participate in negotiations and modify their proposal based on the outcomes of those negotiations. BFWDC may decide not to fund part or all of the proposal, even though it is found to be in the competitive range if, in the opinion of BFWDC, the services proposed are not needed, the goals of the proposal do not align with the goals of the BFWDC, or costs are higher than BFWDC finds reasonable in relation to the overall funds available. If negotiations and review are indicated in the opinion of the BFWDC, the bidder may not be able to fulfill contract expectations, the BFWDC reserves the right not to enter into a contract with the entity, regardless of ranking and or approval of the entity’s proposal.

The BFWDC serves the right to modify or alter the requirements and standards set forth in this RFP based on the requirements mandated by state or federal agencies. In such instances, the BFWDC will not be held liable for provisions of the RFP package that become invalid.

Additional funds received by BFWDC may be used to expand existing contracts or fund competitively rated proposals not initially funded under this RFP. These decisions shall be at the discretion of BFWDC.

DEBRIEFING OF UNSUCCESSFUL BIDDERS

Upon request, a debriefing conference will be scheduled with an unsuccessful bidder. A written request for a debriefing conference must be e-mailed to procurement@bf-wdc.org within 3 business days after the Notification of Unsuccessful Proposal is e-mailed to the bidder. BFWDC will acknowledge the receipt of the debriefing request within 3 business days. Discussion will be limited to a critique of the requesting bidder's proposal. Comparisons between proposals or evaluations of the other proposals will NOT be allowed. Debriefing conferences may be conducted by phone or video and will be scheduled for a maximum of one hour.

PROTEST PROCEDURE

This procedure is available to bidders who have submitted a response to this solicitation document and have participated in a debriefing conference. Upon completing the debriefing conference, the bidder is allowed 3 business days to file a protest via e-mail to procurement@bf-wdc.org.

Bidders protesting this procurement shall follow the procedure described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to bidders under this procurement.

All protests must be in writing and signed by the protesting party or an authorized agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included. Only protests identifying an issue of fact concerning the following subjects shall be considered; a matter of bias, discrimination, or conflict of interest on the part of the RFP Evaluation Committee or non-compliance with procedures described in the RFP document.

Protests not based on the above will not be considered. Protests will be rejected as, without merit, if they address issues such as an evaluator's professional judgment on the quality of the proposal or the agency's assessment of its own and or other agency's needs or requirements.

Upon receipt of a protest, a protest review will be held by the BFWDC. The BFWDC Executive Director, or designee will consider the records and all available facts and issue a decision within ten business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

If a protest affects the interest of another bidder, such bidder will be given an opportunity to submit its views and any relevant information on the protest.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the agency's action.
- Find only technical or harmless errors in the agency's acquisition process and determine the agency to be in substantial compliance and reject the protest.

- Find merit in the protest and provide the agency options, which may include:
- Correct the errors and re-evaluate all proposals.
- Reissue the solicitation document and begin a new process.
- Make other findings and determine.

If BFWDC determines that the protest is without merit, BFWDC will enter into contract negotiations with the apparent successful sub-recipient. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

PUBLIC DISCLOSURE

All data, material, and documentation originated and prepared by the bidder pursuant to the RFP shall belong exclusively to BFWDC and be subject to disclosure under the Freedom of Information Act.

SECTION 10: DISCLAIMERS AND GENERAL PROVISIONS

At the discretion of BFWDC, if it becomes necessary to revise any part of this RFP, an addendum will be provided to all known recipients of this RFP and posted on BFWDC's website. Any clarification will become an addendum to this RFP. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP (e.g. WIOA reauthorization, changes to performance measures, and revisions to the timeline).

RIGHT TO CANCEL

BFWDC reserves the right to cancel all or any part of this RFP at any time without prior notice and reserves the right to modify the RFP process and timeline as deemed necessary.

NONRESPONSIVE PROPOSALS

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received on a timely basis in accordance with the terms of this RFP.
- The proposal does not include all the specified elements.
- The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with all the auditing standards and requirements specified in this RFP.
- The proposal indicates that the audit reports would not be made available to the BFWDC in the time frames outlined in this RFP.

The following are *provisions* and *disclaimers* of the BFWDC:

- This RFP does not commit BFWDC to award a subaward,
- No costs will be paid to cover the expense of preparing a proposal or procuring a subaward for services or supplies under WIOA,
- Formal notification to award a subaward and the actual execution of a sub-recipient contract are subject to the results of negotiations between the selected bidders, BFWDC, and continued availability of WIOA funds,
- Any changes to WIOA regulations and guidance, funding level or board direction may result in a change in the subaward. Should these instances occur, BFWDC will not be held liable for what is in the bidder's proposal or this RFP package,

- Proposals submitted for funding consideration must be consistent with, and funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies and laws, and BFWDC policies and procedures,
- Bidders selected for funding must also ensure compliance with US DOL regulations 29 CFR Parts [93](#), [37](#), [2](#), and [98](#) and Office of Management and Budget (OMB) [2 CFR 200](#) and [2 CFR 2900](#),
- BFWDC 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 BFWDC, the services proposed are not needed, or the costs are higher than BFWDC finds reasonable in relation to the overall funds available, or if past management concerns lead the BFWDC to believe that the bidder has undertaken services that it cannot successfully carry out,
- BFWDC may choose not to award a subaward to the bidders with the lowest cost or highest rating when considering other factors such as balancing services to customers,
- BFWDC is required to abide by all WIOA legislation and regulations; therefore, the BFWDC 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,
- Bidders will be expected to adhere to BFWDC procedures to collect and verify data and submit required monthly reports as well as invoices to the BFWDC,
- Bidders agree to adhere to all processes and tools developed and implemented by the partners who are signatories to the BFWDC – MOU. Bidders understand that these processes and tools are designed to facilitate the integration of the WSCB service delivery system,
- All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act,
- Bidders must accept liability for all aspects of any WIOA program conducted under subaward with the BFWDC. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted,
- Reductions in the funding level of any subaward resulting from this solicitation process may be considered during the subaward period should a bidder fail to meet expenditures or goals specified in the subaward or when anticipated funding is not forthcoming from federal or state governments,
- Sub-recipients will allow local, state, and federal representatives access to all its records and financial statements, WIOA records, program materials, staff, and customers. In addition, sub-recipients are required to maintain all WIOA records for three years, beginning the last day of the program year,
- The subaward will not be final until BFWDC, and the successful bidder, have executed a mutually satisfactory contractual agreement; BFWDC reserves the right to make an award without further discussion of the proposal submitted, no program activity may begin prior to the final BFWDC approval of the subaward and receipt of a Letter of Intent (LOI) then subsequent contract agreement between the successful bidder and the BFWDC,
- BFWDC reserves the right to cancel an award immediately if new state or federal regulations or policies make it necessary to change the purpose or content substantially or prohibit such a program,
- BFWDC reserves the right to determine both the number and funding levels of subawards finally awarded. The determination will depend upon overall fund availability, other factors that arise during the proposal review process, and bids submitted over the maximum amount of anticipated funds specified for this RFP will be rejected.

SECTION 11: APPEAL PROCESS

The BFWDC must receive written notice of the Proposer's intent to appeal against the decision within five (5) working days of receipt of notice of award. The proposer will have a total of fifteen (15) days in which to submit a written appeal of the BFWDC's decisions. All grievances arising from the Workforce Innovation and Opportunity Act or this RFP must be filed according to BFWDC's established grievance procedures.

The Appeals Process - BFWDC must receive written notice of the proposer's intent to appeal against the decision within five (5) working days of receipt of notice of award. The proposer will have a total of fifteen (15) days in which to submit a written appeal for the BFWDC's decisions.

SECTION 12: NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR PART 37)

As a condition to the award of financial assistance from DOL, under WIOA and consistent with [29 CFR Part 38.25](#), the bidder assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the subaward:

- [Section 188 of WIOA](#), prohibits discrimination against all individuals in the United States 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 in any WIOA Title 1-financially assisted program or activity,
- [Title VI of the Civil Rights Act of 1964](#), as amended, which prohibits discrimination on the bases of race, color and national origin,
- [Section 504 of the Rehabilitation Act of 1973](#), as amended, prohibits discrimination against qualified individuals with disabilities,
- The [Age Discrimination Act of 1975](#), as amended, prohibits discrimination on the basis of age, and
- [Title IX of the Education Amendments of 1972](#), as amended, which prohibits discrimination on the basis of sex in education programs.

The bidder also assures that, as a recipient of WIOA funding, it will comply with [29 CFR Part 38](#) and all other regulations implementing the laws listed above. This assurance applies to the bidder's operation of the WIOA-funded programs or activities and to all agreements the bidder makes to carry out the WIOA-funded programs or activities. The bidder understands that the United States has the right to seek judicial enforcement of this assurance.

SECTION 13: ASSURANCES AND GENERAL INFORMATION

ASSURANCES AND CERTIFICATIONS

Bidders must review and sign the [BFWDC General Assurances and Certification Form](#), stating they will comply with all federal, state, and local requirements and all applicable WIOA regulations. This form must be included with the proposal package.

INCURRED PROPOSAL COSTS

The entire cost for the preparation and delivery of the proposal or any related communication shall be at the expense of the bidder.

WITHDRAWAL

A submitted proposal may be withdrawn by a written request to procurement@bf-wdc.org. Include RFP-2025-01-WIOA-OSO in the subject line of the e-mail.

TERMINATION DUE TO NON-AVAILABILITY OF FUNDS

When funds are not appropriated or are otherwise unavailable to the BFWDC to support the continuation of this RFP or any subaward(s) herein, they shall be canceled as of the effective date set forth in the termination notice.

NEGOTIATION AND DISCUSSIONS

BFWDC reserves the right to conduct discussions with bidders to ensure a full understanding of the proposal. Selection of an organization as a sub-recipient does not constitute approval of the subaward proposal as submitted. Before the subaward is awarded, BFWDC may enter negotiations about such items to include, but not be limited to allowable activities, staffing, funding levels, and established systems in place to support implementation. If the negotiations do not result in a mutually acceptable submission, BFWDC reserves the right to terminate the negotiations and decline to fund the proposal. Bidders will be accorded fair and equal treatment with respect to any opportunity for discussion and revisions concerning their proposals.

MISREPRESENTATION

If, during the RFP process, it is determined that the bidder has made a false statement or misrepresentation, or that inaccurate information has been provided, the bidder may be terminated from the RFP process.

DISALLOWED COSTS

The sub-recipient selected because of this RFP must have sufficient funds available to reimburse any determined disallowed costs that occur during the subaward period.

MONITORING

A successful bidder awarded a subaward will be overseen and monitored by the BFWDC to ensure compliance with the requirements of WIOA, the activities per the Statement of Work, performance reporting requirements, and the terms and conditions of the contract governing the subrecipient. Monitoring will include a compliance review of the requirements of WIOA, and the Uniform Guidance at 2 CFR part 200 and 2 CFR part 2900. The subrecipient will also be required to develop internal monitoring procedures. The subrecipient will be responsible for monitoring any subawards it may make.

The BFWDC will perform an annual review to evaluate the OSO's overall performance. This review will include:

- Aggregated performance data from monthly and quarterly reports.
- Compliance with WIOA requirements and contractual obligations.
- Recommendations for contract renewal, modification, or termination based on performance

REPORTS

Monthly reports will be required. Specific required reports will be discussed during the contract negotiation process. Sub-recipients must have the capability of generating and or providing required reports. Other reports may be required during the subaward period.

CONFLICT OF INTEREST

Every reasonable course of action will be taken by the selected sub-recipient to maintain the integrity of subaward expenditures and to avoid any favoritism or illegal conduct. The subaward from this RFP will be administered in an impartial manner, free from improper personal, financial, or political gain, and must follow the requirements of the [BFWDC Code of Conduct](#) and [Conflict of Interest Policy](#).

UNIQUE ENTITY IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT (SAM)

The bidder is required to be registered in and to maintain an active SAM registration with current information at all times during, if selected, the term of the subaward agreement.

PUBLIC RECORDS

Federal, State, and local laws and regulations mandate public access to public government records. Therefore, unless the information is exempt from disclosure by law, the content of any request for clarification, exception, amendment, response to this solicitation, or any other related documentation, will be available for public inspection after the award of a contract.

If the bidder believes that any portion of its proposal contains proprietary or confidential information, the bidder must, at the time of submittal, request that BFWDC withhold from public disclosure of such information by indicating via e-mail what information is proprietary or confidential. A proposal that is designated as proprietary or confidential in its entirety will be considered non-responsive.

If the bidder requests that BFWDC withhold from the disclosure of information identified as confidential, the bidder understands and agrees to assume all responsibilities for any litigation, objection, or procedure resulting from the non-disclosure.

Failure to identify any information as proprietary or confidential that is released by the BFWDC shall constitute a complete waiver of all claims for damages caused by the release of such information.

The bidder shall indemnify, hold harmless, and defend the BFWDC from and against all liabilities, claims, actions, damages, and expenses, including but not limited to attorney's fees and costs that may be awarded to any party in relation to the request of information.

The bidder shall hold BFWDC staff, BFWDC Board of Directors, CLEOs, and their officers, agents, and employees harmless from any and all claims, court costs, fees and penalties, settlements, judgments, legal costs, and any other liabilities of any kind arising from the withholding of the bidder's information.

All requests for the release of any information pertaining to this solicitation and any subsequent contract award or amendment thereto must be made in compliance with BFWDC's established policies and procedures which can be located at <https://www.bentonfranklinwdc.com/policies>.

BFWDC reserves the right to modify or alter the requirements and standards as set forth in this RFP based on requirements mandated by Federal or State agencies. In such an instance, BFWDC will not be held liable for provisions in the RFP package that become invalid.

EX-PARTE COMMUNICATION

BFWDC prohibits ex-parte communication regarding this procurement process with any BFWDC Board Member, CLEO, RFP Committee member, BFWDC staff, or other persons serving as an evaluator or decision maker during the procurement process. Bidders that directly contact any of the parties regarding RFP#2025-01-WIOA-OSO outside of the meetings/methods contained herein risk eliminating their proposal for further consideration. Any discovered ex-parte communication will be provided to the BFWDC Executive Director for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

Under no circumstances may an individual who is an evaluator collaborate and or communicate with any bidder regarding RFP#2025-001-WIOA-OSO. Evaluators will be asked to sign the BFWDC Conflict of Interest Certification for RFPs, stating that they have not communicated or collaborated with any bidders.

AUDIT REQUIREMENTS

Organizations expending at least \$1,000,000 in Federal funds during the subaward year are subject to a Single-Act audit per the provisions contained in [2 CFR 200 Subpart F](#). For all sub-recipients, except for commercial, for-profit organizations, Single Act audits must be uploaded to the Federal Audit Clearinghouse no later than nine (9) months after the end of the auditee's accounting year. Commercial, for-profit entities must submit Single-Act audits to BFWDC within 30 days of the audit report date, or by nine (9) months after the end of the auditee's accounting year, whichever is sooner.

FISCAL REQUIREMENTS

The RFP#2025-01-WIOA-OSO awardee will be subject to the Federal provisions contained in [2 CFR 200](#) and [2 CFR 2900](#) (Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Award), as well as State and Local policies and procedures. BFWDC fiscal policies are located at <https://www.bentonfranklinwdc.com/admin-fiscal>.

JOINT PROPOSALS

Bidders wishing to submit a joint proposal for funding must select one entity to be the fiscal agent. In case of a joint proposal, the successful bidder/fiscal agent will be required to comply with procurement standards as applicable and appropriate post-awards. To be a member of a joint proposal, each entity must have been part of the proposal development and be an integral part of the projected Statement of Work. All entities must adequately document their involvement in the development of the proposal for the procurement record.

RECORD RETENTION

Proposer will retain records as required and will give the awarding agency, the Controller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Contract; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

ADDITIONAL ASSURANCE

With the submission of a proposal, the bidder assures that it is not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transitions by any Federal department or agency. The bidder also assures that it has not been disqualified or otherwise

prevented from proposing or completing a Federal, State or Local government project because of a violation of law or safety and labor standards.

With the submission of a proposal, the bidder assures that no funds awarded as a result of this solicitation will be used, or proposed for use, to encourage or induce the relocation of a business, or part of a business, if such relocation will result in the loss of employment for any employee or such business at its original location and such original location is within the United States.

With the submission of a proposal, the bidder assures that the entity it represents has not been convicted of a felony criminal violation under any Federal law within the preceding 24 months.

With the submission of a proposal, the bidder assures that the entity it represents has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

With the submission of a proposal, the bidder assures that the entity it represents has not made, and it will not make, any payment prohibited under [31. USC §1352\(a\)\(1\)](#), which addresses limitations on the use of appropriated funds to influence certain Federal contracting and financial transactions.

All Questions and Answers from the Bidders' Conference and those received by e-mail will be posted on the BFWDC website and RFP page at <https://www.bentonfranklinwdc.com/rfp>.

SECTION 14: WORKSOURCE SYSTEM POLICIES

For information about WorkSource System policies and standards, visit [Workforce Professionals Center](#). Links to specific Training and Employment Guidance Letters (TEGLs) applicable to One-Stop Operations are listed below.

[TEGL 04-15](#) – Vision for the One-Stop Delivery System under WIOA

[TEGL 10-16, Change 3](#) – Performance Accountability Guidance for WIOA Title I, II, III, IV Core Programs

[TEGL 15-16](#) – Competitive Selection of One-Stop Operators

[TEGL 16-16](#) – One-Stop Operation Guidance for American Job Center Network

[TEGL 19-14](#) – Vision for Workforce System and Initial Implementation of WIOA