

Workforce Innovation and Opportunity Act (WIOA) Title I YOUNG ADULT SERVICES

Request for Proposals #: WIOA-YOUNG ADULT – 9-14-2022

[WIOA Young Adult Services RFP - Online Proposal](#)

Request for Proposals (RFP) Release Date	9/14/22
Virtual Bidders' Conference	9/28/22, 1:00 – 3:00 pm PDT
Proposals Due	11/8/22, 5:00 pm PST
Evaluation of Proposals & Virtual Interviews	11/9/22 – 12/16/22
Announcement of Subaward	On or near 1/3/23
Anticipated Subaward Start Date	As early as 4/1/23 but no later than 7/1/23
Initial Subaward End Date	6/30/24

WorkForce Central

3640 South Cedar Street, Suite E, Tacoma, WA 98409
procurement@workforce-central.org

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SECTION I: RFP OVERVIEW AND BACKGROUND

A. RFP Information

On behalf of the Pierce County Workforce Development Board and Chief Local Elected Officials, WorkForce Central is issuing this Request for Proposals (RFP) to identify and select a qualified subrecipient for Department of Labor federal funds to provide [Workforce Innovation and Opportunity Act \(WIOA\)](#) Title I Young Adult Services in Pierce County. The Pierce County Workforce Development Board is a governor-appointed, business-led council comprised of community leaders with expertise in the public, private and philanthropic sectors that provides leadership and oversight to the local workforce development system, carried out by WorkForce Central. To learn more, visit [WorkForce Central](#).

WIOA Title I Young Adult Services assist in-school and out-of-school young adults who experience challenges accessing or completing secondary education, post-secondary training or education, or securing employment. WIOA Title I formula funds are provided to local workforce areas to deliver a comprehensive array of services to young adults, including career pathway exploration, training, education, work experience, supportive services, and follow-up, with the ultimate goal of securing living wage jobs.

The subrecipient selected through this RFP will coordinate with WorkForce Central and its partners to provide and promote top-quality, integrated WIOA Title I Young Adult Services. Specific goals include:

- 1) Serve as the anchor WIOA Title I Young Adult core services provider for Pierce County.
- 2) Improve outreach, services, and positive employment and education outcomes for young adults who are furthest from opportunities and who experience systemic barriers to employment.
- 3) Collaborate and coordinate services with other WIOA Title I Young Adult Services providers, WorkSource Pierce partners, and other community-based service providers.
- 4) Increase use of innovative, high-impact, and best practice strategies and programs that connect young adults to wraparound supports, training, education, and mentorship opportunities.

Target Population: Young adults between the ages of 16–24 years who meet WIOA Title I eligibility criteria as provided in WorkForce Central’s WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook and future iterations, located in the [WorkForce Central Website Policy Library](#).

Geographic Area: Pierce County, Washington

Proposed Subaward Amount: For planning purposes, bidders should estimate WIOA Title I funding of up to \$825,000. 100% of the subaward will be funded by WIOA Title I. Bidders are not required to request the full amount of estimated available funding but cannot request more than this amount. The actual subaward amount will depend on available funding and other factors. WorkForce Central reserves the rights to increase or decrease the total estimated subaward amount, determine the number of subawards, or not make a subaward.

Type of Subaward: Cost reimbursement subaward

Anticipated Subaward Start Date: As early as 4/1/23 but no later than 7/1/23

Initial Subaward End Date: June 30, 2024

Option to Extend Subaward: WorkForce Central reserves the right to extend a subaward on an annual basis for three (3) years or longer, in accordance with WIOA Title I laws and regulations and depending on the subrecipient's contractual performance, availability of funds, the Pierce County Workforce Development Board's strategic direction, community need, and other factors.

B. Workforce Innovation and Opportunity Act (WIOA)

Signed into law in 2014, WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. WIOA's key programs help tens of millions of job seekers and workers connect to good jobs and acquire the skills and credentials needed to obtain them. The enactment of WIOA provided opportunity for reforms to ensure the WorkSource One-Stop Delivery System is job-driven, responds to the needs of employers, and prepares workers for jobs that are available now and in the future. 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, improves the quality of the workforce, reduces welfare dependency, increases economic self-sufficiency, meets skills requirement of employers, and enhances productivity and competitiveness of the nation.

See [Workforce Innovation and Opportunity Act](#) for additional information.

C. Subrecipient Designation

The bidder selected through this RFP will be a subrecipient. A subrecipient is a non-federal entity that receives a subaward from a pass-through entity to carry out all or part of a federal program, not including an individual who is a beneficiary of such program. A subrecipient may also be a recipient of other federal awards directly from a federal awarding agency. Subrecipient and subaward are defined at [2 CFR §200.93](#). The subrecipient must comply with all applicable Office of Management and Budget's [Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#). In this situation, the pass-through agency of the federal funds has a responsibility to monitor the subrecipient to ensure funds are being used for authorized purposes and as required by the contract or grant agreement and applicable regulations.

SECTION II: WIOA TITLE I YOUNG ADULT SERVICES

A. WIOA Title I Young Adult Services

WIOA Title I outlines a vision for an integrated, comprehensive service delivery system that provides high-quality services for in-school and out-of-school youth and young adults – including career exploration and guidance, continued support for educational attainment, opportunities for skills training, and culminating with a good job along a career pathway or enrollment in post-secondary education. The 14 WIOA Title I Youth Program Elements, shown below, encompass this vision. Links provide additional information.

1. [Tutoring, Study Skills Training, Instruction, and Dropout Prevention](#) activities that lead to completion of a high school diploma or recognized equivalent
2. [Alternative Secondary School and Dropout Recovery Services](#) assist youth who have struggled in traditional secondary education or who have dropped out of school
3. [Paid and Unpaid Work Experience](#) is a structured learning experience in a workplace and provides opportunities for career exploration and skill development. This may include the following types of work experiences:
 - Summer employment and other employment opportunities throughout the school year
 - Pre-apprenticeship programs
 - Internships and job shadowing
 - On-the-job training opportunities
4. [Occupational Skills Training](#) is an organized program of study that provides specific skills and leads to proficiency in an occupational field
5. [Education Offered Concurrently with Workforce Preparation](#) is an integrated education and training model combining workforce preparation, basic academic skills, and occupational skills
6. [Leadership Development Opportunities](#) encourage responsibility, confidence, employability, self-determination, and other positive social behaviors
7. [Supportive Services](#) enable an individual to participate in WIOA activities
8. [Adult Mentoring](#) is a formal relationship between a youth and an adult mentor with structured activities where the mentor offers guidance, support, and encouragement
9. [Follow-up Services](#) are provided following program exit to help ensure youth succeed in employment or education
10. [Comprehensive Guidance and Counseling](#) provides individualized counseling to participants, including drug/alcohol and mental health counseling
11. [Financial Literacy Education](#) provides youth with the knowledge and skills they need to achieve long-term financial stability
12. [Entrepreneurial Skills Training](#) provides the basics of starting and operating a small business and develops entrepreneurial skills
13. [Services that Provide Labor Market Information](#) offer employment and labor market information about in-demand industry sectors or occupations
14. [Postsecondary Preparation and Transition Activities](#) help youth prepare for and transition to post-secondary education and training

B. Young Adult Eligibility for Services

To be considered eligible for WIOA Title I In-School or Out-of-School program services, young adults must meet specific WIOA Title I eligibility requirements as defined in WIOA legislation and state and local policy.

In-School Eligibility Requirements:

(Maximum 20% of enrollments may be In-School)

- Attending school;
- Not younger than 16 years and not older than 21 years;
- Low-income individual; and
- One or more of the following conditions:
 - Individual with a disability
 - Basic skills deficient
 - English language learner
 - Subject to the juvenile or adult justice system
 - Experiencing a lack of stable housing, a runaway, in foster care or has aged out of the foster care system, a youth eligible for assistance, or in an out-of-home placement
 - Pregnant or parenting
 - Individual who requires additional support to complete an educational program or to secure or hold employment

Out-of-School Eligibility Requirements:

- Not attending any school (as defined under state law);
- Not younger than 16 years or older than 24 years at the time of enrollment; and
- One or more of the following conditions:
 - Has dropped out of school
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner
 - Subject to the juvenile or adult justice system
 - Experiencing a lack of stable housing, a runaway, in foster care or has aged out of the foster care system, a youth eligible for assistance, or in an out-of-home placement
 - Pregnant or parenting
 - Individual with a disability
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment

C. Program Design

WIOA Title I Young Adult Services providers must make the 14 WIOA Title I Youth Program Elements available to participants as direct services they provide or through system partnerships, coordination, and referrals. A maximum of 20% of participants enrolled in services may be In-School young adults. Bidders' program design must include the following framework services.

Outreach, Recruitment, and Orientation: Outreach and recruitment include, but are not limited to, identifying potentially eligible young adults, working with parents and guardians to inform about program services and secure necessary documentation, and working closely with other governmental and community organizations and school systems to identify and recruit out-of-school and in-school young adults. As part of orientation, all young adults must receive information on the full array of available services and how to access them.

Intake, Eligibility Determination, and Registration: The subrecipient will be responsible for determining WIOA Title I eligibility of all young adult applicants recruited into the program, determining the young adult's suitability for program services, and collecting and verifying all necessary eligibility source documents. WIOA Title I requires all young adults to meet eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA Title I-funded services.

Objective Assessment and Referrals: The subrecipient must conduct an objective assessment of the academic level, skill levels, and service needs of each participant, which will include a review of basic skills, occupational skills, prior work experience, employability, interests, strengths, supportive service needs, and development needs. The goal is to accurately evaluate each young adult in order to develop an appropriate service strategy to meet their individual needs. Eligible young adults who do not enroll in WIOA Title I programs should be provided information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In addition, eligible young adults should be given referrals for further assessment if determined appropriate.

Individual Service Strategy (ISS)/Employment Plan: The subrecipient must use the results of the young adult's objective assessment to develop the ISS with the participant. The ISS is an age appropriate, individualized, documented plan with short and long term goals that include career pathways, education and employment goals, involvement in WIOA Title I youth program elements, supportive services, and incentives, as applicable. For all young adults, the ISS will identify the timeframe in which each young adult will be expected to complete all activities related to each of the goals specified in the ISS and should be regularly updated with the young adult. The ISS will clearly connect the services to be provided to each young adult's needs and goals and identify the outcomes to be achieved between WIOA Title I enrollment and exit. The ISS must directly link to one or more WIOA Title I performance outcomes.

Case Management: Case management is the structure for delivering effective services that facilitate young adults' positive development and achievement of their goals. Case management extends from recruitment/enrollment through follow-up services. The case manager supports and motivates participants and coordinates services and information to prepare young adults for post-secondary education opportunities, academic and occupational training, or employment. Subrecipients are encouraged to incorporate trauma-informed approaches, behavioral health awareness, implicit bias training, and racially equitable practices into their case management models.

Access to a Range of Services: It is required that the 14 WIOA Youth Program Elements be made available to enrolled young adults as needed or requested. If a subrecipient does not directly provide one of the program elements, it must have the ability and connections to make seamless referrals to appropriate providers of such services. Services accessed by a WIOA Title I young adult participant must align with the needs and goals identified by the participant and case manager as documented in

the participant’s ISS. The subrecipient will have primary responsibility for ensuring that each young adult has access to the full continuum of services and for documentation of these services.

Work Experience: The Department of Labor requires at least 20% of all awarded WIOA Title I youth formula funds be spent on paid or unpaid work experiences. The subrecipient selected through this RFP must demonstrate a capacity to provide, or collaborate in providing, work-based learning programs such as paid or unpaid work experiences, summer and year-round employment, pre-apprenticeship, internships, job shadowing, and on-the-job-training that serve as the next steps in career development. This must include working closely with WorkForce Central’s Business Services Team and WorkSource Pierce partners to develop strategies and relationships to engage employers.

Follow-up Services: Subrecipients are required to provide at least 12 months of follow-up services to young adults who have completed program services as well as to those who may have dropped out of the program but need additional services. Bidders are encouraged to consider the needs and barriers of the high-priority young adult populations identified for this RFP in planning the appropriate levels and types of follow-up services.

D. Performance Outcomes

The subrecipient selected from this RFP will be required to meet and track WIOA Title I Common Performance Measures at the levels negotiated with Washington State for the Pierce County Workforce Development Area. Performance measure levels are adjusted annually based on past system performance and populations served. The WIOA Title I Common Performance Measures and levels from last program year are shown below.

WIOA COMMON PERFORMANCE MEASURES	PY21 TARGETS
Employed or Enrolled in Post-Secondary education or training activities, 2 nd quarter after exit	56.8%
Employed or Enrolled in Post-Secondary education or training activities, 4 th quarter after exit	58.9%
Median earnings, 2 nd quarter after exit	\$2,375
Credential Rate	59.3%
Measurable Skills Gain	35.3%

E. Services Location

WIOA Title I Young Adult services must be accessible to all qualifying young adults in Pierce County, including those with geographic, transportation, or technology barriers. WorkForce Central encourages proposals that specify outreach and engagement strategies for young adults with these barriers.

Bidders should plan to maintain a visible and reliable presence at the WorkSource Pierce One-Stop Center, located at 2121 South State Street, Tacoma, WA 98402. Rent and space use costs do not need

to be included in bidders' proposal budgets. The subrecipient selected from this RFP must have technological capacity for executing responsibilities and providing services virtually if WorkSource Pierce One-Stop Center closures are required due to the COVID-19 pandemic or other reasons.

Services may also be provided virtually, at WorkSource Pierce's partner affiliate sites and connection sites, and at any other location that improves access for young adults who are furthest from opportunity.

F. Additional Expectations

WorkSource Pierce One-Stop System

In addition to co-location at the WorkSource Pierce One-Stop Center, the subrecipient awarded a contract through this RFP is expected to be an active partner in the WorkSource Pierce One-Stop System. Specific expectations will be negotiated during contract development but will likely include:

- Adhere to WorkSource Pierce One-Stop Center policies and procedures and support daily operations.
- Attend agreed upon WorkSource Pierce partnership meetings and workgroup meetings.
- Participate in WorkSource Pierce Continuous Quality Improvement efforts.
- Sign the required Memorandum of Understanding and Infrastructure Sharing Agreement and participate in associated cost sharing.
- Successfully contribute to overall WorkSource Pierce performance measures using a common data collection system for tracking and reporting.
- Use WorkSource Pierce's Common Referral System to make and accept community referrals.
- Share best practices, innovative service delivery strategies, and resources with WorkSource Pierce partners.
- When applicable, the subrecipient will participate in weekly One-Stop General Orientations to provide an overview of WIOA Title I Young Adult services and eligibility requirements and may conduct additional information sessions.
- Use the statewide/regional brand name for the Pierce County workforce development system, WorkSource Pierce, in lieu of organizational workforce development language and names in marketing and delivery of services and programs and credit the Pierce County Workforce Development Board and WorkForce Central for funding on marketing and other collateral material.

Participant Electronic Records, Data Entry, and Tracking

The subrecipient selected through this RFP must maintain well-organized, up-to-date electronic participant records for enrolled participants in compliance with Department of Labor, Washington State Employment Security Department, and WorkForce Central policies and procedures. The subrecipient will be required to track young adult enrollments, demographic information, services provided, and performance outcomes for WIOA Title I funds using the statewide Management Information System (MIS), known as Efforts to Outcomes (ETO). This includes the following:

- Data must be accurate and recorded in ETO in real time or within seven (7) calendar days of the date of service or the date a performance outcome is received.
- The subrecipient will be required to attend ETO training provided by WorkForce Central and sign data sharing and non-disclosure agreements to safeguard customers' personal information.

- The subrecipient will be required to monitor their data entries to ensure entries are accurate, timely, and in compliance with policies and procedures.
- Department of Labor, Washington State Employment Security Department, and WorkForce Central are required to monitor ETO to ensure date is accurately reported.

Communication, Training, and Reporting

The subrecipient selected through this RFP will be expected to maintain regular communication and coordination with WorkForce Central, participate in training, and complete reporting requirements. Specifically, the subrecipient will be required to:

- Attend the WorkForce Central mandatory orientation to review program administration, compliance requirements, fiscal requirements, continuous quality improvement, and partner communication expectations.
- Attend scheduled monthly contract performance and budget touchpoint meetings.
- Participate in required trainings and technical assistance meetings.
- Submit quarterly narrative and outcomes reports as agreed during contract negotiation. The subrecipient must have the capability of generating and/or providing required reports.

Quality Assurance and Monitoring

The subrecipient selected through this RFP will be expected to:

- Dedicate one local WIOA Title I program employee to serve as the point of contact for quality assurance activities across the program to ensure that oversight of participant ETO files, ETO reporting, excellent customer service, and compliance are continuously addressed.
- Develop internal monitoring procedures and monitor subcontracts, if applicable.
- Conduct periodic joint reviews of participant files against ETO entries with WorkForce Central. Specific processes and timing will be determined during contract negotiation.
- Participate in monitoring for compliance with WIOA Title I requirements, activities per the contract Statement of Work, contract terms and conditions, performance reporting requirements, and [Uniform Guidance 2 CFR 200](#) and [Uniform Guidance 2 CFR 2900](#).
- Allow WorkForce Central and local, state, and federal representatives access to program records and materials, financial statements, staff, and participating young adults for monitoring purposes.

G. Policies and Resources

Bidders are expected to be familiar with the following policies and resources and maintain compliance if selected for a subaward.

- [Department of Labor Employment and Training WIOA Youth Formula Program](#)
- [Code of Federal Regulations \(eCFR\)](#)
- [Department of Labor Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Department of Labor's Workforce GPS website-youth program](#)
- [Washington State's Workforce Professionals Center website](#)
- [Washington Career Bridge](#)
- [WorkForce Central's WIOA Title I Policy Library](#)

SECTION III: RFP PROCESS

A. WorkForce Central Procurement Process

WorkForce Central conducts all procurements in a manner providing full and open competition as required under [Uniform Guidance 2 CFR 200](#), other federal and state laws and regulations, and WorkForce Central's Procurement Policy. This RFP identifies all relevant requirements, evaluation factors, scoring point range, and selection process. All proposals received by the deadline of November 8, 2022, 5:00 pm PST, from eligible bidders will be evaluated as described in this RFP.

WorkForce Central reserves the right to modify or alter the requirements and standards in this RFP due to changes in state or federal agencies' requirements or local area needs. In such instances, WorkForce Central will not be held liable for provisions of the RFP that become invalid. All bidders who have started or submitted a proposal in the online RFP will be alerted to changes by an email to the listed contact person.

B. Eligible Bidders

Eligible bidders include any of the following entities who are able to provide WIOA Title I Young Adult Services in Pierce County and who are not debarred or suspended from receiving federal funding. Experience providing WIOA Title I services, especially to youth and young adults, is preferred but not required.

- Non-profit organizations
- Education institutions
- Public and government agencies
- Private for-profit businesses
- Business associations
- Faith-based organizations

The subrecipient selected from this RFP must have an active registration in the [U.S. System for Award Management \(SAM\)](#) prior to beginning a contract to provide WIOA Title I services.

C. Bidders' Conference and Questions

Potential bidders and others who may be interested in the WIOA Title I Young Adult Services RFP are invited to a virtual Bidders' Conference via Microsoft Teams on **September 28, 2022, 1:00 – 3:00 pm PDT**. This is an opportunity to ask questions about proposal and services requirements and online proposal submission, with WorkForce Central staff present to share information and answer questions. To register for the Bidders' Conference and receive a meeting invitation, click [Bidders' Conference Registration](#).

Questions about the RFP are welcome and can be submitted using this [RFP Question Form](#). The deadline for questions is **November 7, 5:00 pm PST**.

A recording of the Bidders' Conference and emailed questions and responses will be posted at [WIOA Title I Young Adult Services RFP](#).

D. Proposal Submission and Withdrawal

Bidders must submit proposals online at [WIOA Young Adult Services RFP - Online Proposal](#) before the deadline of **November 8, 2022, 5:00 pm PST**. Alternate proposal submission methods will not be accepted. A submitted proposal may be withdrawn by emailed request to procurement@workforce-central.org. Please include the RFP number in the subject line of the email.

E. Proposal Evaluation and Interviews

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WorkForce Central’s Procurement Policy and all other applicable state and federal regulations. Proposals which request no more than the estimated subaward of \$825,000 and are submitted by bidders who are eligible to receive federal funding will be assessed for potential funding.

An Evaluation Committee will review and score proposals using the scoring rubric below. Proposals must receive a minimum score of 70 points to be considered for funding. WorkForce Central reserves the right to share factual information with the Evaluation Committee about bidders’ past performance under contract with WorkForce Central.

CATEGORY	POSSIBLE POINTS
Demonstrated Ability & Past Performance	25
Proposed Services	30
Equity & Diversity	10
Organization & Staff	15
Budget & Service Numbers	17
Financial Stability & Management	3
TOTAL POSSIBLE POINTS	100

The Evaluation Committee may recommend a proposal for funding after reviewing and scoring all proposals. If the Evaluation Committee requires further information to make their recommendation, they may hold virtual interviews with some or all bidders who submitted proposals scoring 70 points or higher. Up to 20 points may be added to proposal scores for interviews. **If held, interviews will be on December 7, 2022, between 8:00 am – 12:00 pm PST. Bidders should hold this date and time in their calendars.** The Evaluation Committee will submit their recommendation following interviews.

F. Bidder Selection

The Pierce County Workforce Development Board/WorkForce Central reserves the right to:

- Re-post the RFP, conduct a sole source procurement, or not award a contract if the Evaluation Committee assesses all proposals as inadequate.
- Collect additional information prior to selecting a proposal for funding, which may include requesting further information, additional interviews, contacting references or other individuals, site visits, and/or WorkForce Central management review of the evaluation process.

- Not award a subaward to the bidder with the highest evaluation score when considering other factors such as cost and balancing services to customers.
- Reject or only partially fund any proposal for the following reasons:
 - Proposed services are not believed to be essential
 - Costs are higher than deemed reasonable in relation to overall funds available
 - Past management concerns lead the Pierce County Workforce Development Board/WorkForce Central to believe the bidder cannot successfully carry out proposed services
 - It is otherwise believed to be in the best interest of the Pierce County Workforce Development Board/WorkForce Central

If it is determined that the bidder has made a false statement, misrepresentation, or provided inaccurate information, the bidder may be eliminated from consideration for funding.

G. Subaward

Each bidder submitting a proposal will be notified in writing of the Pierce County Workforce Development Board/WorkForce Central's decision regarding their proposal.

This RFP does not commit the Pierce County Workforce Development Board/WorkForce Central to make a subaward. Changes to state or federal regulations or policies, availability of WIOA Title I funds from federal and state administering agencies, or Pierce County Workforce Development Board direction that necessitate substantial alteration of program requirements or services may result in a change to, or cancellation of, the subaward. In such instances, the Pierce County Workforce Development Board/WorkForce Central will not be held liable for content in the selected bidder's proposal.

The Pierce County Workforce Development Board/WorkForce Central reserves the right to determine the subaward amount and the number of subawards. Additional funds received by the Pierce County Workforce Development Board/WorkForce Central may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of the Pierce County Workforce Development Board/WorkForce Central.

H. Contract Negotiation

The Pierce County Workforce Development Board/WorkForce Central reserves the right to make a subaward without further discussion of the submitted proposal but selecting a bidder for a subaward does not constitute final approval of the proposal as submitted. WorkForce Central will require the selected bidder to enter into contract negotiation about program services, allowable activities and costs, staffing, funding level, outcomes, administrative systems to support services implementation, and other topics. Bidders will receive fair and equal treatment with respect to discussion and revisions concerning their proposals.

The subaward will not be final, and program activity cannot begin until WorkForce Central and the bidder have executed a mutually satisfactory contractual agreement. If contract negotiation does not result in a mutually acceptable contract, WorkForce Central reserves the right to terminate the negotiation and decline to fund the proposal.

Reductions in the funding level of any subaward resulting from this RFP may be considered during the subaward period if the subrecipient fails to meet contract goals and expectations related to services, customers, outcomes, expenditures, and/or compliance, or if anticipated funding is not received from federal or state agencies.

I. Debriefing Unsuccessful Bidders

Upon request, a debriefing meeting will be scheduled with an unsuccessful bidder. A request for a debriefing meeting must be emailed to procurement@workforce-central.org within three (3) business days after the notification of unsuccessful proposal is sent to the bidder. WorkForce Central will acknowledge receipt of the debriefing request within three (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 virtually and will be scheduled for a maximum of one hour.

J. Protest Procedure

A protest procedure is available to bidders who submitted a response to this RFP and who have participated in a debriefing conference. Bidders protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures will not be considered. This protest procedure is the sole administrative remedy available to bidders under this RFP.

Upon completing the debriefing conference, the bidder is allowed three (3) business days to file a protest by emailing a written and signed request to procurement@workforce-central.org. 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 relief or 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 Evaluation Committee.
- Non-compliance with procedures described in the RFP document.

Protests will be rejected as without merit if they address issues such as an evaluator's professional judgment on the quality of a proposal or the bidder's assessment of its own and/or other bidders' needs or requirements.

Upon receipt of a protest, a protest review will be held by WorkForce Central. WorkForce Central's Chief Executive Officer or her designee will consider the protest, evaluation process, and all available facts and issue a decision within ten (10) business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

The final determination of the protest shall be one of the following:

- Find the protest lacking in merit, uphold WorkForce Central's decision, and enter into a contract with the successful bidder (if applicable).

- Find only technical or harmless errors in WorkForce Central’s process, determine WorkForce Central to be in substantial compliance, reject the protest, and enter into a contract with the successful bidder (if applicable).
- Find merit in the protest and address through one of the following options:
 - Correct the errors and re-evaluate all proposals.
 - Reissue the RFP and begin a new process.
 - Determine other course(s) of action as appropriate.

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

SECTION IV: PROPOSAL QUESTIONS

A. DEMONSTRATED ABILITY AND PAST PERFORMANCE (25 points)

1. Describe your organization’s mission, services provided, current participant base, funding sources, and funding stability. (2 points)
2. Share your history of operating and managing WIOA Title I services, including the program type (Youth, Adult, Dislocated Worker, other), program size and scope, contract dates, and locations. Your response should include experience providing the specific services listed below (see service descriptions in RFP section II.C.). If you do not have WIOA Title I experience, please describe equivalent experience in other workforce development services you have provided. (9 points)
 - Individual Service Strategy (ISS)/Employment plans
 - Training services
 - Paid or unpaid Work Experience (WEX)
 - Supportive services
 - Job placement
 - Job retention
 - Follow-up services
 - Outreach and recruitment, especially to people who are furthest from opportunities and who face systemic barriers
3. If you have operated a WIOA Title I program, provide specific performance measure outcomes and contract dates for these outcomes. Please include job placement and retention outcomes. If you do not have WIOA Title I experience, provide equivalent information about performance measure outcomes for other workforce development programs you have operated. (5 points)
4. Describe your most recent collaboration, coordination, and partnerships with any of the following groups, specifying organization names, timeframe/dates, and information about your shared work and accomplishments. When applicable, please emphasize experience in Pierce County. (3 points)
 - a. WorkSource Pierce One-Stop System partner organizations
 - b. Organizations working with young adults
 - c. Organizations providing training or employment services

- d. Organizations and groups that work with Black, Indigenous, Hispanic/Latino, Asian American, Pacific Islander people, LGBTQ+, individuals with disabilities, and people from other groups furthest from opportunity
- e. Mental Health services providers and Crisis Services
- f. Justice system and law enforcement
- g. Education agencies (e.g., post-secondary and K-12 school districts)
- h. Other relevant organizations and groups not listed

5. Share your organization’s experience managing federal funds and administering federally funded programs/activities. Please also share relevant experience managing non-federal funds. (3 points)

6. Please attain at least one (1) and up to three (3) references from funding organizations, service delivery partners, and/or program participants. (3 points; 1 point for each reference)

B. PROPOSED SERVICES (30 points)

1. Describe the overall approach and design of proposed WIOA Title I Young Adult Services and how this design will ensure comprehensive, high-quality services for participants, from recruitment and enrollment through exit and follow-up services. Please include which of the 14 WIOA Title I Youth Program Elements ([see RFP section II.A.](#)) you will directly provide and which ones you will coordinate with other organizations. (4 points)

2. Describe how you will conduct targeted outreach and engagement to WIOA Title I eligible Young Adults. Please include any specific strategies you plan to enroll young adults from the following groups and why these strategies will be effective. (4 points)

Black & African American	Hispanic & Latino	Indigenous
Other minority races/ethnicities	Asian American	Pacific Islander
Experiencing homelessness	Immigrants	English language learners
Pregnant and parenting youth	Foster care or history	LGTBQIA+ community
Mental health & substance use disorders	Disabilities	Low-income
Justice system involvement	Gang involvement	Living in remote/rural areas
At risk of disengaging from school	Disengaged from school	Basic Skills Deficient (BSD)
No high school diploma or GED		

3. Describe how you will develop and follow an Individual Service Strategy (ISS), or employment plan ([see RFP section II.C.](#)), with young adults, including how you will: (4 points)

- a. Ensure active participant input in ISS development and ongoing adjustments
- b. Identify career pathways specific to each participant
- c. Address barriers to participants’ employment and/or training goals
- d. Determine supportive service needs, coordinate with WorkSource partners and community organizations to identify appropriate supportive services, and connect participants

4. Describe how you will partner with WorkForce Central's [Business Solutions](#) team and local education/training partners to connect participants to a range of training services and work-based learning opportunities that will result in positive outcomes, including occupational skills training, paid and unpaid work-based learning, and on-the-job training (OJT). (3 points)
5. Explain how you will meet performance measures and outcomes while sustaining quality services that are customized to each participant's needs. Please include how you will: (4 points)
 - a. Manage your contract expenditures, performance measures, and outcomes
 - b. Maintain a direct services staff to participant ratio and what the ratio will be
 - c. Provide follow-up services to participants to help them sustain their employment and/or earn their post-secondary training credentials
 - d. Ensure continuous quality improvement of your services and outcomes
6. Describe how you will partner, collaborate, and coordinate services with Pierce County organizations, including names, partnership/coordination details, and any formal agreements. If you will partner with regional, national or virtual organizations to provide WIOA Title I Young Adult Services in Pierce County, please also describe these plans. We especially want to know about planned partnerships and collaboration with organizations that assist people who are furthest from opportunity and who face systemic barriers to employment. (3 points)
7. Describe the technology, best practices, and innovative solutions you will use. Your response should include, but not be limited to, the items below: (4 points)
 - a. Facilitate remote/virtual services and training
 - b. Ensure equitable outreach and services to people with limited access to reliable technology for virtual communications and services
 - c. Manage communication with participants in ways that meet their personal needs and preferences
 - d. Securely send and receive required documents and information
8. We expect our WIOA Title I Young Adult Services provider to have a feasible plan to continuously incorporate participant voice. Please describe: (4 points)
 - Current and past success in engaging community members and participants in developing and improving services
 - Your plan to meaningfully involve past, present and/or potential participants in ongoing design, flexing, and improvement of proposed WIOA Title I Young Adult Services

C. EQUITY AND DIVERSITY (10 points)

1. Describe specific organizational policies and practices designed to foster equitable opportunities for employment and advancement at your organization and equitable access to the program services you provide. (4 points)
2. Have your employees participated in intercultural competence, antiracism, and/or implicit bias training, discussion groups, or other activities? If yes, please describe the types and duration of

training or other activities and how many current staff participated, especially those who will provide WIOA Title I Young Adult Services. Please also describe any plans to provide or support these types of trainings and activities for your employees. (3 points)

3. Please share information about the diversity of your staff, leadership team, and board, using numbers and/or percentages. In addition to race/ethnicity/culture, diversity may include age, gender, disabilities, and other attributes or lived experience relevant to providing WIOA Title I services to young adults. (3 points)

D. ORGANIZATION AND STAFF (15 points)

1. Describe your organization's structure from CEO to direct services staff, in terms of chain of command, departments and services, and where proposed WIOA Title I Young Adult Services will fit within your organization. (2 points)
2. Provide information about each position or job classification that will provide direct services or administrative support for proposed WIOA Title I Young Adult Services, including: (3 points)
 - a. Job title
 - b. Number of employees with this job title who will provide or support WIOA Title I Young Adult Services
 - c. Hours per week - average anticipated time this position will provide or support WIOA Title I Young Adult Services
 - d. Hourly wage
 - e. Description of job duties or tasks related to WIOA Title I Young Adult services
 - f. Qualifications of current and future employees for this position
3. List the direct services and administrative positions you would need to hire to provide proposed WIOA Title I Young Adult Services and share the anticipated length of time until hiring is complete and you would begin providing services. (2 points)
4. Describe any training your staff has received in the following areas, including dates, length of training, and how many current staff who will provide WIOA Title I Young Adult Services participated. Please also share if and when staff who will be hired to provide WIOA Title I Young Adult Services will complete training in these areas. (3 points)
 - a. Providing WIOA Title I services, especially Young Adult services
 - b. Case management and/or customer service
 - c. ETO (Efforts to Outcomes) and/or other management information system databases
 - d. Providing trauma-informed services
 - e. Behavioral health symptom/crisis recognition and response skills, de-escalation, conflict resolution
 - f. Other areas related to quality customer service
5. What organizational practices and strategies have you implemented to create and sustain positive work culture and retain your employees? If employee retention is positively impacted by salary

and benefits, please include specific information about this. Please also provide information about staff and leadership retention rates over the last 3 years. (5 points)

E. BUDGET & SERVICE NUMBERS (17 points)

1. Please complete the Budget Worksheet in the online RFP, including all costs for which you request funding through this RFP. The maximum budget amount that can be requested is \$825,000. (5 points)
 - All costs included must be reasonable, allowable, necessary, and allocable among the stated cost categories and follow the cost principles in [Uniform Guidance 2 CFR 200](#) and [Code of Federal Regulations - Part 2900](#).
 - Disallowed Costs: The subrecipient selected from this RFP must have sufficient funds available to cover any determined disallowed costs that occur during the subaward period.
 - Incurred Proposal Costs: The entire cost for the preparation of the proposal and any related communication is at the expense of the bidder.
2. List leveraged funds and/or in-kind resources from your organization and from partners (if applicable) with an explanation of how funds and resources will support proposed WIOA Title I Young Adult Services. (2 points)
3. Enter projected service numbers. (10 points)
 - a. Number of WIOA Title I eligible Young Adults you propose to enroll in a one-year contract period.
 - b. Number of WIOA Title I eligible Young Adults you project will exit the program to employment and/or post-secondary education (placement) in a one-year contract period.

Note to bidders: The online RFP will calculate and show the cost-per-enrollment and the cost-per-placement based on the total requested budget entered in the Budget Worksheet. WorkForce Central provides the following information to assist bidders' service projections. For the current program year, the cost-per-enrollment averages \$3,500, and the cost-per-placement averages \$5,900. WorkForce Central may establish new costs per participant for the program year in which the selected bidder will provide services.

F. FINANCIAL MANAGEMENT AND STABILITY (3 points for all questions)

Audit Reports and Findings

1. Did your organization expend \$750,000 or more in federal funds in the past 24 months?
2. Does your organization anticipate expending \$750,000 or more in federal funds in the next 12 months?
3. Has your organization had an audit in the last 24 months?
 - If yes, what type of audit?
 - Did your audit report state that you received an unmodified opinion?
 - Please list any audit findings received from an external entity within the last 24 months.

4. Please upload a copy of your most recent audit report. If you do not have audits, attach a copy of your most recent financial statements.
5. Has your organization been monitored by a funding organization (other than WorkForce Central, if applicable) in the last 24 months? If yes, please describe any findings or issues identified.

Accounting System and Financial Stability

1. Which of the following best describes your organization's accounting system?
 - Manual
 - Automated
 - Combination
2. Does your organization's accounting system identify the receipt and expenditure of funds separately for each contract or grant?
3. Does the accounting system provide for the recording of expenditures for each contract or grant by the component project and budget cost categories shown in approved budgets?
4. Does the accounting system provide for the segregation of direct and indirect expenses?
5. Does your organization's accounting system include budgetary controls to preclude incurring obligations in excess of:
 - The total funds available for the contract or grant?
 - The total funds available for a budget cost category?
6. Does your organization have an internal control structure that provides reasonable assurance that the contract or grant funds, assets, and systems are safeguarded?
7. Does your organization have a system for tracking employee time and effort distributions specifically by cost objective/activity?
8. Is there any ongoing financial concern or legal matter that may impact your organization's ability to manage and administer the contract? If yes, please explain.

SECTION V: CERTIFICATIONS

Bidders must certify they understand and will adhere to the following requirements.

Laws, Regulations, Policies, and Licensing

1. Comply with all applicable federal, state, and local laws and regulations, including, but not limited to, civil rights, employment, nondiscrimination, taxes, and disability requirements. Noncompliance may be deemed as material grounds for default and termination even without showing a direct effect on the work being performed under a contract. This includes [20 CFR 683.200 General Fiscal and Administrative Rules](#) applicable to WIOA:
 - [Uniform Guidance](#)
 - [Allowable Costs and Cost Principles](#)
 - [Uniform Administrative Requirements](#)
 - [Government-wide Debarment and Suspension and Drug Free Workplace Requirements](#)
 - [Restrictions on Lobbying](#)
 - [Buy American](#)
 - [Nepotism](#)
 - [Mandatory Disclosures](#)

2. Ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA funded program or activity because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I financially assisted program or activity.
3. Ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
4. Administer the program in full compliance with safeguards against fraud and abuse as set forth in law and regulations.
5. Operate the program in full compliance with health and safety standards established under state and federal law.
6. If applicable, have an annual single audit performed in accordance with current federal regulations and submit a copy of the completed audit report to WorkForce Central within thirty (30) days, unless a longer period is agreed to.
7. Maintain working knowledge of and follow WorkForce Central's WIOA Title I policies and procedures.
8. Adhere to the Washington State records retention policy by maintaining all WIOA Title I financial and programmatic records (including customer files) for a minimum of six (6) years.
9. Be expressly responsible for ensuring the organization is properly licensed and registered with all required state and federal agencies.

Conflict of Interest

1. Attest to no current conflicts of interest, either real or perceived, in providing WIOA Title I Young Adult Services in Pierce County. If selected as a subrecipient, disclose potential conflicts of interest arising from relationships with training providers or other service providers.
2. Administer a subaward from this RFP in an impartial manner, free from improper personal, financial, or political gain and following the requirements of WorkForce Central's [Code of Conduct and Conflict of Interest Policy](#).
3. Take every reasonable course of action to maintain the integrity of subaward expenditures and to avoid any favoritism or illegal conduct.
4. Maintain a written code of standards or conduct governing the performance of persons engaged in the award and administration of WIOA Title I subawards.
5. If selected or otherwise designated to perform more than one function related to WIOA, develop a written plan that clarifies how the organization will carry out its multiple responsibilities while demonstrating compliance with WIOA, corresponding regulations, relevant Office of Management and Budget circulars, and WorkForce Central's [Code of Conduct and Conflict of Interest Policy](#). The written plan must limit conflict of interest or the appearance of conflict of interest, minimize fiscal risk, develop appropriate firewalls within the organization performing multiple functions, and be agreed to by the Pierce County Workforce Development Board, Executive Council, and WorkForce Central.

WIOA Title I Youth Program Policies and Resources

1. The bidder is familiar with the following WIOA Title I Youth Program policies, guidance, and resources:

- [Department of Labor Employment and Training WIOA Youth Formula Program](#)
- [Code of Federal Regulations \(eCFR\)](#)
- [Department of Labor Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Department of Labor's Workforce GPS website-youth program](#)
- [Washington State's Workforce Professionals Center website](#)
- [Washington Career Bridge](#)
- [WorkForce Central's WIOA Title I Policy Library](#)

Proposal Certifications

1. The information contained in the proposal fairly and accurately represents the bidder's organization, its program operation plans, and the budget necessary to conduct proposed WIOA Title I Young Adult services as described. The bidder has read and understands the requirements of the RFP and is prepared to implement proposed activities as described.
2. The proposal is consistent with WIOA legislation, applicable federal regulations, State of Washington policies and laws, and the Pierce County Workforce Development Board's policies and procedures, to the best of the bidder's knowledge.
3. No current or former employee of WorkForce Central assisted in preparing this proposal in other than their official, public capacity.
4. The bidder understands this proposal and all material originated and prepared pursuant to the RFP shall belong to the Pierce County Workforce Development Board and WorkForce Central and will be subject to public disclosure under the Freedom of Information Act.
5. The bidder's representative signing the online proposal is authorized to sign the proposal and any resulting contractual agreement on behalf of their organization.