

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) TITLE I YOUNG ADULT SERVICES

[RFP Website Page](#)

[Link to Online RFP Proposal](#)

Request for Proposals (RFP) Release	11/3/25
Final Date for Questions	12/18/25, 1:00 pm PST
Proposals Due	12/19/25, 5:00 pm PST
Evaluation of Proposals	12/20/25 – 1/31/26
Announcement of Subrecipient(s)	On or near 2/16/26

WorkForce Central

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EQUAL OPPORTUNITY - EQUAL ACCESS

WorkForce Central is an equal opportunity employer/program. Auxiliary aids and services are available upon request for individuals with disabilities. Washington Relay Service – 711.

OVERVIEW

A. WIOA Young Adult Services RFP

[WorkForce Central](#) is issuing this Request for Proposals (RFP) to identify and select one or more qualified subrecipients to provide [Workforce Innovation and Opportunity Act](#) (WIOA) Title I services to young adults in Pierce County, WA, funded by the U.S. Department of Labor. WIOA Title I Young Adult services assist young adults who experience challenges accessing or completing post-secondary training or education or securing employment. Services include career exploration, training and education, work experiences, wraparound and supportive services, and employment follow-up, with the ultimate goal of sustainable career pathways and living wage jobs.

Bidders whose proposals demonstrate the following experience and qualifications will receive the highest consideration for a subaward.

- Proven ability to engage and enroll young adults who are furthest from education and employment opportunities
- Facilitation of well-established and high-performing career training programs in one or more high-demand fields, with preference for programs registered on the [Washington Eligible Training Provider List](#)
- Track record of a high percentage of participants who are employed and retained in quality jobs
- Capacity for consistent compliance with federal, state and local government and WorkForce Central's programmatic, documentation, reporting, and financial requirements
- Status as a community-based organization that is embedded in and serving Pierce County and the south Puget Sound region

Bidder Eligibility: Eligible bidders include any of the following entities who can effectively provide WIOA Title I Young Adult services in Pierce County, WA.

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

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

Contract Type and Amount: A contract resulting from this RFP will be a cost reimbursement subaward that is 100% funded by WIOA Title I. The estimated available funding is up to \$1,000,000. Bidders are not required to request the full amount of estimated available funding but cannot request more than this amount. Budgets should be based on actual projected costs to provide the services described in this RFP. WorkForce Central reserves the rights to increase or decrease the budget proposed by any selected bidder, award a contract to more than one bidder, or not award contracts.

Contract Dates: 7/1/26 – 6/30/27

Option to Extend Contract: WorkForce Central reserves the right to renew a contract on an annual basis depending on our funders' requirements, the subrecipient's performance, availability of funds, our strategic direction, community needs, and other factors. A renewed contract for young adult workforce development services may have an alternate or additional funding source with different eligibility, program delivery, spending, and reporting requirements.

B. Subrecipient Designation

The selected entity(ies) will be a subrecipient of WIOA Title I funds from the U.S. Department of Labor. 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; this does not include individuals who are beneficiaries of such program. A subrecipient must comply with all applicable uniform guidance administrative requirements, cost principles, and audit requirements. The pass-through agency of the funds (WorkForce Central) has a responsibility to monitor the subrecipient to ensure the federal grant funds are being used for authorized purposes and as required by the grant agreement and applicable regulations.

C. WIOA Young Adult Services

WIOA Title I outlines a vision for an integrated and comprehensive service delivery system that provides high-quality workforce development services for youth and young adults, including career exploration and guidance, support for educational attainment, opportunities for skills training, and culminating with a good job with a career pathway or enrollment in post-secondary education. WorkForce Central is seeking proposals from organizations who effectively engage young adults with barriers to employment and education and provide or facilitate training in high-demand fields that leads to living-wage employment.

1. Program Design

Bidders' program design must include the following framework services.

- a) Outreach, Recruitment, and Orientation: Outreach and recruitment include, but are not limited to, identifying potentially eligible young adults and working closely with governmental, community, and education organizations to identify and recruit out-of-school young adults. Orientation must include information on all available services and how to access them.
- b) Intake, Eligibility Determination, and Enrollment: The subrecipient will determine WIOA Title I eligibility of all young adult applicants recruited to the program, assessing their suitability for services and collecting and verifying required eligibility documentation. Young adults must be determined eligible prior to WIOA Title I enrollment and receipt of services. Eligible young adults who do not enroll in WIOA Title I services must be given information about suitable services from other local programs with capacity to serve them.
- c) Objective Assessment: The subrecipient must conduct an objective assessment of participants' basic skills, occupational skills, work experience, employability, interests, strengths, supportive service needs, and development needs. The goal is to accurately evaluate each young adult to develop an effective service strategy to meet their needs.
- d) Individual Service Strategy (ISS): The subrecipient must develop an ISS with each participant based on the objective assessment. 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 the WIOA Title I 14 Youth Program Elements, supportive services, and incentives (as applicable). The ISS identifies the timeframe for all activities related to ISS goals and must be regularly updated with the young adult. The ISS must directly link to one or more WIOA Title I performance outcomes.

- e) Case Management: Case management extends from recruitment/enrollment through follow-up services, driving effective service delivery that facilitates young adults' positive development and achieving their goals. The case manager supports and motivates young adults and coordinates services and information to prepare them for post-secondary education, academic or occupational training, and/or employment.
- f) Access to a Range of Services: The [WIOA Title I 14 Youth Program Elements](#) (listed below; please see link for descriptions) must be made available to enrolled young adults as needed or requested. If a subrecipient does not directly provide any of the program elements, it must have the ability and connections to make seamless referrals to appropriate providers of such services and document receipt of services. Services accessed by young adults must align with the needs and goals identified by the participant and case manager in the ISS.
- Adult Mentoring
 - Alternative Secondary School and Dropout Recovery Services
 - Comprehensive Guidance and Counseling
 - Education Offered Concurrently with Workforce Preparation
 - Entrepreneurial Skills Training
 - Financial Literacy Education
 - Follow-up Services *
 - Leadership Development Opportunities
 - Occupational Skills Training
 - Paid and Unpaid Work Experience **
 - Postsecondary Preparation and Transition Activities
 - Services that Provide Labor Market Information
 - Supportive Services
 - Tutoring, Study Skills Training, Instruction, and Dropout Prevention

** Follow-up Services - The subrecipient is required to provide at least 12 months of follow-up services to young adults who have completed program services and to those who have dropped out of the program but need additional services.*

*** Work Experience - The U.S. 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 must provide, or partner in providing, work-based learning programs such as pre-apprenticeship, internship, job shadowing, and on-the-job-training. This must include collaboration with WorkForce Central's Business Solutions team and WorkSource Pierce partners.*

2. Young Adult Eligibility for Services

To be enrolled for WIOA Title I Young Adult Services, young adults must live in Pierce County and meet eligibility requirements for Out-of-School Youth as defined in WIOA legislation, state policies, and WorkForce Central's WIOA Title I Program Eligibility, Enrollment & Documentation Policy Handbook, located in the [WorkForce Central Policy Library](#). Requirements are as follows:

- Not attending any school (as defined under state law)
- Not younger than 16 years or older than 24 years at the time of enrollment
- At least one of the following:
 - 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; eligible for assistance under section 677 of the Social Security Act ([42 U.S.C. 677](#)); 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

3. Performance Outcomes

In addition to specific outcomes negotiated in the contract, the subrecipient will be required to track and meet the U.S. Department of Labor’s [WIOA Title I Common Performance Measures](#) at the levels negotiated with the State of Washington for the Pierce County Workforce Development Area. Meeting these outcomes is the primary priority for the selected subrecipient(s).

Placement in unsubsidized employment or enrolled in postsecondary training, 2nd quarter after exit:
The percentage of young adults who are in unsubsidized employment or enrolled in post-secondary training during the second quarter after exit from the program.

Placement in unsubsidized employment or enrolled in postsecondary training, 4th quarter after exit:
The percentage of young adults who are in unsubsidized employment or enrolled in post-secondary training during the fourth quarter after exit from the program.

Median Earnings: Median earnings of young adults who are in unsubsidized employment during the 2nd quarter after exit.

Credential Rate: The percentage of young adults enrolled in an education or training program (excluding those in on-the-job training and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in the program or within 1 year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed or is enrolled in an education or training program leading to a recognized postsecondary credential within 1 year after exit from the program.

Measurable Skills Gains: The percentage of young adults who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains, defined as documented academic, technical, occupational, or other forms of progress towards such a credential or employment.

4. 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. Bidders are encouraged to

specify outreach and engagement strategies for young adults with these barriers. The subrecipient is required 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 proposal budgets. The subrecipient must have technological capacity to execute responsibilities and provide services virtually if Pierce One-Stop Center closures are required. Services may also be provided virtually, at WorkSource Pierce's partner affiliate sites and connection sites, and at other locations that improves access for young adults who are furthest from opportunity.

5. Additional Expectations

Communication, Training, and Reporting: The subrecipient will be expected to maintain regular communication and coordination with WorkForce Central, participate in required meetings and trainings, and submit quarterly reports as agreed during contract negotiation.

Participant Electronic Records and Data Entry: The subrecipient must maintain well-organized, up-to-date electronic records for enrolled participants in compliance with Department of Labor, WA ESD, and WorkForce Central policies and procedures. This includes:

- Track young adult enrollments, demographic data, services provided, and performance outcomes using the statewide Management Information System, known as Efforts to Outcomes (ETO).
- Attend ETO training provided by WorkForce Central and sign data sharing and non-disclosure agreements to safeguard young adults' personal information.
- Ensure data is 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 achieved.

Monitoring: The Department of Labor, WA ESD, and WorkForce Central are required to monitor the subrecipient, who must:

- Develop internal monitoring procedures to ensure accuracy, timeliness, and compliance with policies and procedures.
- Conduct periodic joint reviews of participant files against ETO entries with WorkForce Central.
- Participate in monitoring for compliance with: WIOA Title I requirements; contract Statement of Work and General Terms and Conditions; performance reporting requirements; [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.

WorkSource Pierce One-Stop System: The subrecipient is expected to be an active partner in the WorkSource Pierce One-Stop System, which includes:

- Sign the required Memorandum of Understanding and Infrastructure Sharing Agreement and participate in associated cost sharing.
- Use the WorkSource Pierce Common Referral System to make and accept community referrals.
- Participate in One-Stop Center General Orientations and other sessions as needed to provide information about WIOA Title I Young Adult services and eligibility requirements.
- Adhere to Center policies and procedures, support daily operations, and collaborate as follows:
 - Attend agreed upon WorkSource Pierce partnership and workgroup meetings.
 - Participate in Continuous Quality Improvement efforts.
 - Share best practices, innovative strategies, and resources with WorkSource Pierce partners.

- Use the statewide/regional brand name for the Pierce County workforce development system, WorkSource Pierce, in lieu of organizational language and names in marketing and delivery of services and credit the Pierce County Workforce Development Board and WorkForce Central for funding on marketing and other collateral material.

6. Policies and Resources

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

- [WorkForce Central Policy Library](#)
- [Department of Labor Employment and Training WIOA Youth Formula Program](#)
- [Department of Labor Training and Employment Guidance Letter \(TEGL\) 21-16](#)
- [Washington State's Workforce Professionals Center - Policies](#)

D. Bidder Questions

Questions about this RFP are welcome until 12/18/25, 1:00 pm PST. Please submit questions using the [RFP Bidder Question Form](#). This is the only allowable venue for RFP questions. To maintain fairness to all bidders, WorkForce Central employees cannot discuss the RFP or specific proposal questions with potential bidders. Submitted questions and WorkForce Central's responses will be posted on the [RFP Website Page](#). Bidders are strongly encouraged to periodically review posted questions and answers for information that might facilitate proposal development.

RFP PROCESS

WorkForce Central conducts 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 applicable requirements, evaluation factors, and processes. WorkForce Central reserves the right to modify the requirements, processes 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 submitted a proposal or who have started an online proposal will be alerted to RFP changes by an email to the listed contact person.

A. Proposal Submission and Withdrawal

Bidders must submit proposals via the [Online RFP Proposal](#) before the deadline of 12/19/25, 5:00 pm PST. Other proposal submission methods cannot be accepted. Bidders can request assistance with online proposal submission using the [RFP Bidder Question Form](#). Bidders may withdraw proposals they have submitted by emailing a request to procurement@workforce-central.org, using "WIOA Young Adult Services RFP" in the email subject line.

B. Proposal Evaluation

The proposal review and evaluation process will be conducted utilizing a fair and objective process that adheres to WorkForce Central's Procurement Policy and applicable state and federal regulations. All proposals from eligible bidders which meet requirements stated in this RFP, request no more than the

maximum \$1,000,000, and are submitted by the deadline of 12/19/25, 5:00 pm PST will be assessed for potential funding.

Proposals receiving a score of 70 points or higher may be prioritized for funding to deliver the services described in this RFP. An Evaluation Committee will review and score proposals using the scoring rubric below. Only responses to the eight questions in Section II: Organization Practices and Proposed Services will be scored.

PROPOSAL QUESTION	POSSIBLE POINTS
Question 1	10
Question 2	10
Question 3	25
Question 4	10
Question 5	5
Question 6	25
Question 7	10
Question 8	5
TOTAL POINTS POSSIBLE	100

C. Bidder Selection

WorkForce Central reserves the rights to:

- Share information with the Evaluation Committee about bidders’ past contract performance with WorkForce Central, if applicable.
- Collect additional information prior to selecting a proposal for funding, which may include requesting further information, interviews, contacting listed references or other individuals for information about the bidder, and/or WorkForce Central review of the evaluation process.
- Not award a contract to the bidder with the highest evaluation score when considering other factors such as cost, service delivery related factors, past contract performance, and community needs.
- Cancel the RFP, re-post the RFP, extend the proposal due date, or not award a contract.
- Reject or only partially fund any proposal for the following reasons:
 - All proposed services are not considered essential.
 - Costs are higher than deemed reasonable in relation to overall funds available or known information about service delivery cost.
 - Past management concerns lead WorkForce Central to believe the bidder cannot successfully carry out proposed services.
 - WorkForce Central finds it necessary to fund only some of the services described in this RFP.
 - It is otherwise believed to be in the best interest of WorkForce Central.
- For a proposal submitted by multiple partners, adjust partners’ proposed funding amounts and responsibilities if funding or other circumstances require this.

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

D. Notifications and Contract Award

Every bidder submitting a proposal by the due date will be notified by email of WorkForce Central's decision regarding their proposal.

This RFP does not commit the Pierce County Workforce Development Board and WorkForce Central to award a contract. Changes to state or federal regulations or policies, availability of funds, or strategic direction that necessitate substantial alteration of proposed services may result in a change to, or cancellation of, the intended contract. In such instances, the Pierce County Workforce Development Board and WorkForce Central will not be held liable.

WorkForce Central reserves the right to determine the contract amount and the number of contracts awarded. Additional funds received by WorkForce Central may be awarded by expanding existing contracts or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of WorkForce Central.

E. Contract Negotiation

WorkForce Central reserves the right to select a bidder for a potential contract without further discussion of the submitted proposal but selecting a bidder does not constitute final approval of the proposal as submitted. WorkForce Central will require the selected bidder to participate in contract negotiation about services, outcomes, allowable activities and costs, staffing, budget, and payment and administrative processes. Bidders will receive fair and equal treatment with respect to any changes to their proposed services and budget.

The contract will not be final and services cannot begin until WorkForce Central and the bidder have executed a mutually acceptable contract. 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.

WorkForce Central reserves the right to reduce the funding level of any contract resulting from this RFP during the contract period if the subrecipient fails to meet contract goals and expectations related to services, participants, outcomes, expenditures, and/or compliance, or if anticipated funding is not received from WorkForce Central's funding source(s).

F. Debriefing

Bidders may request a proposal debriefing by submitting a request to procurement@workforce-central.org within three business days of WorkForce Central's notification of an unsuccessful proposal. Debriefing meetings are limited to a discussion of the bidder's proposal. Comparisons between proposals and sharing information about other proposals will not be allowed. Debriefing meetings may be conducted by phone or virtually and will be scheduled for a maximum of one hour.

G. Dispute Procedure

A dispute procedure is available to unsuccessful bidders; please see WorkForce Central's Competitive Procurement Debrief and Dispute Resolution Policy in the [WorkForce Central Policy Library](#). Only disputes specifying facts concerning a matter of bias, discrimination, conflict of interest, or non-compliance with procedures described in the RFP will be considered. Submitted disputes must include:

- A complete statement of the basis of the dispute
- Facts and reference to the specific location in the RFP or the specific statute that forms the basis for the dispute
- Name, address, email address, and telephone number of the person representing the bidder
- Signature of the bidder or authorized agent

Disputes challenging or questioning RFP evaluators' professional judgement on the quality or content of a proposal, or WorkForce Central's assessment of its own needs or requirements, will be rejected.

Bidders must notify WorkForce Central at procurement@workforce-central.org of their intent to submit a dispute or grievance within three business days of WorkForce Central's notification of an unsuccessful proposal. Disputes must be submitted in writing to procurement@workforce-central.org within seven business days of WorkForce Central's notification of an unsuccessful proposal.

PROPOSAL QUESTIONS

SECTION I: Organization Information

1. Organization Name
2. Address
3. WA State UBI Number (WA business license number)
4. Federal Employer Identification Number (FEIN), a.k.a. Tax ID number
5. Unique Entity Identifier and confirm active registration in the U.S. System for Award Management (SAM), at www.SAM.gov
6. Type of Organization (for example: non-profit organization, government, faith-based organization, for-profit, other)
7. Organization Description: Brief history, services provided, populations served, geographic scope of services, number of employees, usual funding/income sources
8. Proposal Contact Person, Title, Email Address, Phone Number

SECTION II: Organization Practices and Proposed Services

1. Please share specific organizational policies and practices which:
 - Create fair opportunities for employment and career advancement.
 - Improve employee retention, including paying employees a living wage. Please include information on staff and leadership retention rates over the last three years.
 - Facilitate equal access to your organization's services.
 - Collect and incorporate young adults' feedback in developing and improving services, including examples and impact.
2. Describe how your organization is embedded in and serving young adults in Pierce County and the south Puget Sound region, including partnerships with local organizations. Please emphasize partnerships that directly benefit young adults in Pierce County and specify organization names, timeframe/dates, and your shared work and accomplishments. WorkForce Central may contact these organizations to learn more about your partnerships.

3. Explain how you will provide WIOA Title I Young Adult Services, including all framework services outlined in RFP section C1 – Program Design, to ensure young adults acquire measurable skill gains, credentials, and employment that leads to family sustaining wages. Please also describe which of the [WIOA Title I 14 Youth Program Elements](#) you will directly provide to youth, and where and how you will partner to provide the elements that will not directly be provided by your staff. Please include the extent to which you will provide follow-up services and the level of intensity of those services based on your service model. Please also include what digital tools, AI, and technology you use to enhance customer experience and streamline your internal processes for service delivery.
4. Describe past and proposed methods of recruiting young adults who are furthest from employment and education opportunities. Please also share the number of young adults you provide services to, including the total served to date and average per year.
5. List and describe any training programs directly provided by your organization, including:
 - How long you have provided the training
 - Total number of young adults who have completed the training
 - Training completion rate (%)
 - Brief curriculum summary
 - Training length and typical schedule
 - Maximum and average number of participants per training
 - Certifications and/or credentials provided
 - How the training aligns with current employer needs and workforce demand
 - Whether or not the training is included on the [Washington Eligible Training Provider List](#)

If your organization only facilitates access to other organizations' trainings, please note this, briefly summarize these trainings, and respond to bulleted items as appropriate.

6. Provide the number and percentage of young adults you have served in the last three years who have gained employment, not including temporary positions or internships. Please supplement this data with: a) description of your organization's job placement/assistance strategies; b) specific information about the jobs secured by young adults, including job titles, industry, pay and benefits; and c) the young adults' employment retention rates.
7. Provide the following information for up to three career services contracts/agreements your organization has held in the last three years:
 - Funder name and type of funding (federal, state, local government, corporate, private foundation, other)
 - Summary of contract purpose
 - Contract amount and performance period
 - Expected contract outcomes/goals and actual outcomes/goals
 - Successes and challenges related to contract spending, including how challenges were addressed
 - Successes and challenges related to compliance with programmatic, documentation, or financial requirements, including how challenges were addressed
 - Whether or not the contract ended, the budget was reduced, and/or a Corrective Action Plan (or equivalent) was implemented due to contract performance, spending, compliance, or management concerns. If yes, please explain.

- Please upload any monitoring reports from the funder and/or final narrative reports your organization submitted to the funder.

If your organization has held contracts with WorkForce Central, we will assess past contract performance and management and incorporate this in scoring.

8. Complete the Budget Worksheet in the online RFP for a 12-month period beginning July 1, 2026. The budget should include all costs of delivering WIOA Title I Young Adult services for which you request funding through this RFP.
 - The maximum budget that can be proposed is \$1,000,000.
 - All costs included the budget 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](#).
 - The Budget Worksheet will require narrative explanations of all requested costs.
 - Rent and space use costs at the One-Stop Center do not need to be included in budgets.
 - The entire cost of preparing the proposal and related communication is at the bidder’s expense.
 - The subrecipient(s) selected from this RFP must have sufficient funds available to cover any costs determined as disallowed during the subaward period.

SECTION III: Financial Management and Capacity

1. Please identify your organization’s funding sources over the last 5 years:

Generated Income	State
Philanthropic/Foundations	Federal
Local Government	Other: _____
2. Did your organization expend \$1,000,000 or more in federal funds in the last calendar year, requiring a single audit?
3. If you have had a financial audit in the last 24 months, please upload it in the online RFP.
 - 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.
 - If you have not had a financial audit, include your most recent financial statements instead.
4. Has your organization been monitored by a funding organization in the last 24 months? If yes, please describe any findings or issues identified.
5. Does your organization’s accounting system identify the receipt and expenditure of funds separately for each contract or grant?
6. 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?
7. Does the accounting system provide for the segregation of direct and indirect expenses?
8. 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?

9. Does your organization have an internal control structure that provides reasonable assurance that the contract or grant funds, assets, and systems are safeguarded?
 10. Does your organization have a system for tracking employee time and effort distributions specifically by cost objective/activity?
 11. Is there any ongoing financial concern or legal matter that may impact your organization's ability to manage and administer a contract? If yes, please explain.
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SECTION IV: References

Please list three partner or customer references WorkForce Central can contact if needed, including name, organization (if applicable), title (if applicable), email address, and phone number.

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](#).
 - [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 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 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. Adhere to the Washington State records retention policy by maintaining all financial and programmatic records (including customer files) for a minimum of six years.
7. Maintain working knowledge of and follow WorkForce Central's applicable policies and procedures, found at [WorkForce Central Policy Library](#).
8. Be expressly responsible for ensuring the organization is properly licensed and registered with all required state and federal agencies.
9. 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 days, unless a longer period is agreed to.
10. Pursuant to the Stevens Amendment (in P.L. 116-260, page 441, Sec. 505), when issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with federal money, all non-federal entities receiving federal funds shall clearly state: a) The percentage of the total costs of the program or project which will be financed with federal money; b) The dollar amount of federal funds for the project or program; and c) The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources. The requirements of this term are separate from those in 2 CFR Part 200 and, when applicable, both must be complied with.

Conflicts of Interest

1. Attest to no current conflicts of interest, either real or perceived, in providing proposed services. If selected as a subrecipient or contractor, disclose applicable conflicts of interest.
2. Administer a contract resulting from this RFP in an impartial manner, free from improper personal, financial, or political gain and following the requirements of WorkForce Central's Conflict of Interest Policy, located at [WorkForce Central Policy Library](#).
3. Take every reasonable course of action to maintain the integrity of contract 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 contracts.
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 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.

Proposal

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 services as described. The bidder has read and understands the requirements of the RFP and is prepared to implement proposed activities as described.

2. As applicable and to the best of the bidder's knowledge, the proposal is consistent with federal requirements and regulations, State of Washington policies and laws, and the Pierce County Workforce Development Board's policies and procedures.
3. The bidder did not request information from WorkForce Central employees related to this RFP except through the formal question submission process. 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 proposal is authorized to sign the proposal and any resulting contractual agreement on behalf of their organization.