



Request for Proposals (RFP) – PYPY25

Issued: February 20, 2025

Letters of Intent to Apply Due March 20, 2025 - - Attention Jon Menz, Chief Executive Officer
westcentralworks1@wdbwcw.org

Application Deadline : April 15th, 2025

Make any Inquiries of Application to Jon Menz, Chief Executive Officer
westcentralworks1@wdbwcw.org

Request for Proposals

One-Stop Operator - \$50,000 Award per 12 month cycle

I. Introduction

The West Central Wisconsin Workforce Development Board (WCWWDB) drives workforce-development efforts in West Central Wisconsin through a variety of funding mechanisms. The Workforce Innovation and Opportunity Act (WIOA) is the main funding source for the Request for Proposals (RFP) undertaken herein.

The One-Stop Operator (OSO) must provide the following services including, but not limited to:

1. Addressing systemic barriers preventing a strong pipeline of entry level workers and employment opportunities.
2. Creating a positive trajectory for young adults to actively participate in the workforce.
3. Creating an employer-driven workforce-development framework that can be replicated throughout the West Central Region.
4. Managing key relationships and relationship management with dislocations, company closures, Rapid Response Systems and Procedures, WARN Notice follow-ups, and coordinated services with WIOA Service Provider(s).
5. Coordination of the OSO, its partners and referrals and cross referrals.

II. Statement of Purpose

This product was created with funding from the Workforce Innovation and Opportunity Act (WIOA). The West Central Wisconsin Workforce Development Board (WCWWDB) is an equal opportunity employer and service provider. If you need assistance to access our services in a different language or require this material in an alternate format, please contact us. Deaf, hard of hearing, or speech impaired callers may reach us by using the Wisconsin Relay Service at 711.

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The WCWWDB is soliciting proposals for an entity to serve as the OSO for Workforce Development Area #8.

Under WIOA the OSO role is to coordinate the service delivery of required One-Stop partners and service providers.

The WCWWDB is seeking an OSO who will act as a consultant to assist with implementing the strategic vision of the WCWWDB by focusing on coordinating required partner activities and building relationships with community partnerships included and extended through the OSO coordinated services.

III. Contract Type

Contracts executed as a result of this RFP will be paid through cost reimbursement based on the scope of work for negotiated services, deliverables, outcomes, and outputs. The single funding source will be WIOA funds, and the WCWWDB will contract between \$49,999 and \$99,000 over a period of twelve (12) months. The OSO will serve in this role from September 1st, 2021, until June 30th, 2022, with an option for parties to extend the services for up to two (2) successive years through June 30th, 2024.

IV. Requirements

Respondents should have a strong understanding of WIOA and its requirements.

WIOA is divided into four (4) titles, each of which is briefly discussed below:

Title I: Workforce-Development Activities

- Title I governs the one-stop delivery system for which the WCWWDB is most directly responsible.
- Title I-A requires the WCWWDB to engage in regional coordination. The OSO is specifically charged with assisting the WCWWDB in this coordination.
- Title I-B creates, in each local region, a one-stop delivery system comprised of these training and career services programs under Titles II, III, and IV, and other federally required partner programs. Additionally, Title I-B outlines the provision of training services and career services to adults, dislocated workers, out-of-school youth, and in-school youth. In the WCWWDB training and career service providers are determined by service providers competitively selected by the WCWWDB.

Title II: Adult Education and Literacy Act

Title II impacts the Adult Education and Literacy Act, which is intended to create a partnership among the Federal Government, States, and localities to provide, on a voluntary basis, adult education, and literacy activities. The purpose of Title II is to assist adults to become literate and obtain the knowledge and skills necessary for employment and economic self-sufficiency. The WCWWDB currently partners with seven (7) area adult education and literacy providers receiving WIOA Title II funds through the

Department of Workforce Development (DWD) for Adult Basic Education (ABE) and Integrated English Literacy & Civics Education (IELCE) programs.

Title III: Wagner-Peyser Act of 1933

Title III is the Wagner-Peyser Act. The Wagner-Peyser Act of 1933 established a nationwide system of public employment offices known as the Employment Service. The Wagner-Peyser Act was amended in 1998 to make the Employment Service part of the One-Stop services delivery system. Further, the Employment Service focuses on providing a variety of employment-related labor-exchange services including, but not limited to, job-search assistance, job referral, and placement assistance for job seekers, re-employment services to unemployment insurance claimants, and recruitment services to employers with job openings.

The Wagner-Peyser Act is implemented by the DWD Job Service, also known as the Department of Education and Training (DET)

Title IV: Rehabilitation Act of 1973

Title IV affects the Rehabilitation Act of 1973 and the provision of vocational rehabilitation services. Based on findings that individuals with disabilities experience staggering levels of unemployment and poverty, vocational rehabilitation services are provided to help individuals with disabilities prepare for, obtain, or retain employment.

The OSO is expected to function as a backbone that provides the infrastructure to accelerate change across the local system.

The OSO offers a variety of services from multiple entities including, but not limited to, adult education, job search, job training, and job placement services through the Trade Assistance Act (TAA), WIOA, Reemployment Services and Eligibility Assessments (RESEA), and Veteran services. The office also acts as the central location to provide free resources to the constituency of the WCWWDB such as meeting space for employers, computer, and internet access for job search, and access to additional community partners.

The WCWWDB is working to be a representative of the unique needs of the WCWWDB residents by ensuring career services are accessible in all target impact areas. Embedded services are consistent with those already available and are accessible to residents in community locations around the WCWWDB at the same day(s) and same time(s) each week. These services eliminate duplication of career services in a location and provide complimentary, value-added services to those already delivered by the OSO partners.

WIOA Required Partners

WIOA outlines specific entities who fulfill explicit roles and benefits within the WCWWDB who must partner together to improve the delivery of services across the WCWWDB Region. WIOA requires the WCWWDB and all required partners to enter into a partnership memorandum of understanding (MOU) relating to the operation of the one-stop delivery system. The OSO will be responsible for executing the partner MOU on an annual basis.

These required activities and the respective local OSO partners include:

Required Partners – Additional Partners

Programs Authorized Under this Title (WIOA Title I Adult/DWD/Youth programs)	
Wagner-Peyser	
Department of Vocational Rehabilitation	
Adult Education and Literacy	
Veteran's	
UMOS	
Other Partners for Consideration:	Townships, Cities of, and Villages
K-12 and Higher Ed Partnerships	
Chambers of Commerce And Economic Development Entities	WEDC, County EDO's, Chambers
CAP Agencies	
Correctional Facilities	
Tribal Entities	
Senior Citizen Employment	
Others:	

V. Specifications and Scope of Work

The WCWWDB is seeking an entity to serve as the OSO. The role of the OSO for the WCWWDB is to assist with implementing the strategic vision of the WCWWDB by focusing on coordinating required partner activities and building relationships with ecosystem partners.

The OSO Bidder Eligibility

The OSO may be a single entity. The OSO may be public, private, or non-profit. The OSO may operate one (1) or more One-Stop Centers; however, the WCWWDB seeks to select only one (1) OSO for the local area.

The following entities may be an OSO:

1. An institution of higher education.
2. An Employment-Service State agency established under the Wagner-Peyser Act.
3. A community-based organization, nonprofit organization, or workforce intermediary.
4. A private, for-profit entity.
5. A government agency.
6. A Local WDB with the approval of the chief elected official and the Governor; or
7. Another interested organization or entity which is capable of carrying out the duties of the OSO. Examples may include a local chamber of commerce or other business organization or a labor organization.

Fiscal Requirements of the OSO

Any entity serving as the OSO must understand the Office of Management and Budget's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 C.F.R. part 200). Any for-profits must understand the Office of Management and Budget's Contract Cost and Price (2 C.F.R. 200.323(b)) regarding negotiation of profits.

Duties of the OSO

The WCWWDB expects the OSO to support the mission and vision of the WCWWDB by implementing the following duties in partnership with the WCWWDB:

1. Coordinate the service delivery of required one-stop partners and service providers with a focus on ensuring that all one-stop partners and providers share common goals around access and quality of services for customers.
2. Develop and incorporate a two-way referral system between ecosystem partners.
3. Identify partner training needs and best practices in order to develop and manage programming or activities that are valuable to the region's partners.
4. Assist in the development of processes to support the mission and vision for partner integration and assist with implementation of policies developed by the WCWWDB where necessary.
5. Identify training needs of ecosystem partners and make recommendations to the WCWWDB to keep the Learning Management System responsive to partner needs.
6. Make additional recommendations to the WCWWDB regarding improvement of service delivery, communication, and other opportunities to strengthen the overall system.
7. Develop and coordinate the annual Partnership MOU, Infrastructure Funding, and Additional Cost Funding Agreements.
8. Facilitate, at a minimum, quarterly meetings with required partners, focusing on coordinating partner services. In the West Central Region this will include Quarterly Director Level meetings of the partners, (a minimum of two non-WCWWDB members) and will oversee the Regional Business Services Team nine (9)-County Quarterly Team Meetings at Job Centers or within the County of operation.

*According to WIOA, the OSO **may not perform** any of the following duties:

1. Convening system stakeholders to assist in the development of the Local Plan.
2. Preparing and submitting Local Plans.
3. Being responsible for oversight of itself.
4. Managing or significantly participating in the competitive selection process for the OSO.
5. Selecting or terminating the OSO's, career services, or youth providers.
6. Negotiating local performance accountability measures.
7. Developing and submitting budget for activities of the WCWWDB in the local area.

An entity serving as an OSO that also serves a different role within the one-stop delivery system may perform some or all of these functions when it is acting in its other role if it has established sufficient firewalls and conflict of interest policies and procedures.

VI. Required Goals and Measurements ETA

WIOA and DWD establish primary indicators of success for its programs. These indicators are the metrics for which the WCWWDB is held accountable by the U.S. Department of Labor (DOL) and state performance.

The primary indicators of success for Adult, Dislocated Workers, Title II, Title III, and Title IV programs are the following:

1. The percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program.
2. The percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from the program.
3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The percentage of program participants who obtain a recognized, postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one (1) year after exit from the program.
5. The percentage of program participants 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 toward such a credential or employment.
6. The indicators of effectiveness in serving employers.
7. The percentage of individuals in a region that are meaningfully engaged by the workforce system in comparison to the ideal number of unemployed and underemployed individuals in the region.
8. The percentage of WIOA and Wagner-Peyser performance participants who are in unsubsidized employment within the first quarter after exit from the program; and
9. The median wage change for WIOA and Wagner-Peyser performance participants in a region who are in unsubsidized employment during the second quarter after exit from the program.

The primary indicators for youth programs are:

1. Percentage of program participants who are in education or training services, or in unsubsidized employment during second quarter after exit.
2. Percentage of program participants who are in education or training services, or in unsubsidized employment during fourth quarter after exit.
3. The median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program.
4. The percentage of program participants who obtain a recognized, postsecondary credential, or a secondary school diploma or its recognized equivalent during participation in or within one (1) year after exit from the program.
5. The percentage of program participants 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 toward such a credential or employment.
6. The indicators of effectiveness in serving employers.
7. The percentage of individuals in a region that are meaningfully engaged by the workforce system in comparison to the ideal number of unemployed and underemployed individuals in the region.
8. The percentage of WIOA and Wagner -Peyser performance participants who are in unsubsidized employment within the first quarter after exit from the program; and
9. The median wage change for WIOA and Wagner-Peyser performance participants in a region who are in unsubsidized employment during the second quarter after exit from the program.

The OSO will not be directly measured on these outcomes; however, they are indicative of the WCWWDB's priorities and respondents should demonstrate how they will contribute to the WCWWDB's ability to successfully achieve federal performance measures.

The OSO System Measurements

The WCWWDB intends to evaluate and perform a yearly monitoring of the OSO based on performance outcomes and outputs. The WCWWDB has not finalized specific performance indicators for the OSO but will do so based on what's proposed by the respondent during the contract-negotiations period. Some examples of output indicators include:

1. Number of partner meetings.
2. Number of regional partners, meaningful activity, and outcomes.
3. Increase in referrals among required partners.
4. Track Job-Center-Partner Business Visits and include in the OSO Reports (including but not limited to Vets, DVR, Job Service, etc.
5. JobNet Business—WI DWD system of record—1200 unique employer hits per year for nine (9)-county region (These must be content driven).

The WCWWDB strongly encourages respondents to propose indicators believed to be appropriate measures for determining community-level progress among partners and providers of the local area.

Proposed Budget

WIOA One-Stop Budget Summary Template

ORGANIZATION NAME:

Provider Expenses:

	Admin	Program	Training	Total
Salaries & Wages				\$ -
Fringe Benefits				\$ -
Other Program Costs (Itemize in budget narrative)				\$ -
Direct Admin Costs				\$ -
Indirect Costs				\$ -
Total Provider Expenses	\$ -	\$ -	\$ -	\$ -

Participant Expenses:

Participant Expenses (Itemize in budget narrative)				\$ -
Total Participant Expenses	\$ -	\$ -	\$ -	\$ -

Other Expenses:

Other Expenses (Itemize in budget narrative)				\$ -
Total Other Expenses	\$ -	\$ -	\$ -	\$ -

TOTAL

\$ -	\$ -	\$ -	\$ -
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Instructions/guidance

Complete only cells shaded in blue and do not change formatting

Ensure your budget narrative clearly describes all costs and cost components, in accordance with the RFP

Maximum allowable admin costs is 10%

Indirect vs Direct Program/Admin Guidance

- Direct Costs:**
(2 CFR 200.413)
- (1) Costs that can be identified specifically with a particular final cost objective (i.e. Federal award or other funded activity) or that can be directly assigned to such activities relatively easily with a high degree of accuracy.
 - (2) Typical costs charged directly to an award are the compensation of employees who work on the award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the award.
 - (3) If directly related to an award, certain costs that otherwise would be treated as indirect costs may also include extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities or other institutional service operations.
 - (4) Salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if ALL of the following conditions are met: (a) These services are integral to project; (b) Individuals involved can be specifically identified with the project; (c) Costs are explicitly included in the budget or have the prior written approval of awarding agency; (d) Costs are not also recovered as indirect costs/not included in the indirect cost rate.

- Indirect Costs:**
(2 CFR 200.414)
- (1) Indirect Costs must be classified within two broad categories: Facilities and Administration. Facilities is defined as depreciation, operations and maintenance expenses. Administration is defined as general administration and general expenses such as the director's office, accounting, personnel, and all other types of expenditures not list specifically under Facilities.
 - (2) Identification with an award rather than the nature of goods and services involved is the determining factor in distinguishing direct from indirect.
 - (3) Typical examples of indirect costs may include depreciation, costs of operating and maintaining facilities, and general administration and general expenses, such as the salaries and expenses of executive officers, personnel administration and accounting.

Appendix IV to Part 200 CFR

- (1) Indirect costs are those that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective.
- (2) A cost may not be allocated to an award as an indirect cost if any other cost incurred for the same purpose has been assigned to an award as a direct cost.
- (3) If organization has only one major function or all major functions benefit equally from its indirect costs, the allocation of indirect costs and the computation of an indirect cost rate may be through simplified allocation procedures (section B.2. of Appendix IV)

Administrative Costs: (45 CFR 263.0)

The term "administrative costs" means costs necessary for the proper administration of WIOA program.

- (1) It excludes direct costs of providing program services.

(i) For example, it excludes costs of providing diversion benefits and services, providing program information to clients, screening and assessments, development of employability plans, work activities, post-employment services, work supports, and case management. It also excludes costs for contracts devoted entirely to such activities.

(ii) It excludes the salaries and benefits costs for staff providing program services and the direct administrative costs associated with providing the services, such as the costs for supplies, equipment, travel, postage, utilities, rental of office space and maintenance of office space.

- (2) It includes costs for general administration and coordination of these programs, including contract costs and all indirect (or overhead) costs. Examples of administrative costs include:

- (i) Salaries and benefits of staff performing administrative and coordination functions;
- (ii) Activities related to eligibility determinations;

VII. Proposal

Proposal Format

Each respondent is requested to submit its proposal in a format suitable for ease of review with minimum repetitious material. To maintain comparability of proposals, please prepare proposals using Microsoft Word, typed in twelve (12)-point font, double spaced, with numbered pages at the bottom of each page. The Organizational Capability and Qualifications, Coordination of Service-Delivery Plan, and Budget Narrative should not exceed twenty (20) pages. The page limitation does not include the Proposal Cover Sheet or the requested attachments.

Proposal Cover Sheet

The Proposal Cover Sheet should not exceed a single page and shall include:

1. The title of the proposal.
2. The respondent's organization name, address, phone number, web address, and FEIN.
3. The name of the person authorized to negotiate contracts and make decisions for the organization, their direct phone number, and email address.
4. The total funds requested.
5. A proposal summary briefly describing the services to be provided; and
6. The authorized signature and submittal date.

Organizational Capability and Qualifications

The respondent must provide an overview of its organization and staff capabilities and qualifications to successfully carry out the services described herein. This description must include:

1. A company history including the organization's mission, vision, governance structure, and legal status.
2. The number of employees including an organizational chart specific to the proposed service delivery plan as an attachment.
3. The qualifications of all key management and staff conducting the proposed services and their expertise serving out-of-school youth and young adults with unique needs and barriers, resumes, job descriptions, and/or profiles for all key staff as attachments.
4. The experience and/or prior work that demonstrates expertise in executing and delivering the services described in this solicitation including specific workforce services along with performance outcomes the organization and/or key staff have provided to out-of-school youth and young adults.

To be eligible for consideration

Individuals or organizations submitting proposals must demonstrate:

1. No financial or policy interest in the WCWWDB.
2. Experienced staff or subcontractors to provide the services described herein or must show the ability to acquire such staff.
3. Demonstrated experience in effectively performing similar types of services in the public or private sector.
4. Ability to contract with the WCWWDB for the delivery of services in a timely manner for the delivery of these services.
5. Ability to fulfill contract requirements including the indemnification and insurance requirements.
6. Satisfactory performance under a current or past contract with the WCWWDB for similar services when executing existing and/or previous contracts.
7. Capacity to maintain adequate files and records and meet reporting requirements as prescribed by the WCWWDB.
8. Capability to provide and manage the proposed services on a cost-reimbursement basis, ensure an adequate audit trail, maintain audit ready files, and monitor its own organization files (internal audit function) fiscally and administratively
9. Knowledge and understanding of Federal Fair Labor Standard Act issued by the WI DWD; and
10. Knowledge and understanding of the Federal Office of Management & Budget's Uniform Guidance at 2 C.F.R. part 200.

More information can be found at:

<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-part200>

Coordination of Service Delivery Plan

The proposal narrative should describe how the respondent plans to fulfill duties of the OSO. Where relevant please include a timeline, schedule of activities with services, and key dates for the plan. Please include a plan and timeline for transition from current OSO, if needed.

Budget and Budget Narrative

The respondent should provide an outline of their financial management structure including experience and/or expertise managing and accounting for Federal and/or State Funds. A brief description of the staff structure and internal control system in place should also be included in the narrative and a copy of the organization's most recent financial audit should be attached.

Each proposal must include an operational budget. The budget narrative should consist of the proposed costs for executing the Coordination of Service Delivery Plan, along with description justification of the costs. For the purpose of this RFP, cost categories must include:

1. **Salaries and Wages**—Includes the staffing costs, position types, and levels and numbers of positions.
2. **Fringe Benefits**—Includes FICA unemployment insurance, worker’s compensation, disability, life insurance, retirement costs and medical coverage as per your policies.
Fringe rates must not be less than 7.65% or exceed 25% of total salaries and wages. The types of fringe benefits should be specified in the narrative.
3. **Occupancy**—Includes the costs to maintain the physical space necessary to deliver services to the number of participants targeted during the duration of the service plan.
4. **Furniture and Equipment**—This category includes furniture and equipment costs.
5. **Staff Travel**—Includes all travel and training costs.
6. **Overhead**—Overhead costs include administrative and overhead costs for operating the program. The cap for overhead and profit combined is ten (10) percent of the total program budget.
7. **Profit**—For-Profit entities may propose a reasonable profit amount that will be negotiated and based on performance. The U.S. Office of Management and Budget issues circulars that provide guidelines on cost principles. The cap for overhead and profit combined is ten (10) percent of the total program budget.
8. **Total**—This is the total proposed cost for operating the specific module during the specified time period covered by the specific budget worksheet.

Letter of Intent Due Date

A letter of intent to respond to the RFP must be received by the WCWWDB **no later than 5:00PM Central Standard Time March, 20th 2025.**

The letter should contain the following contact information: name of contact, street address, email address, and phone number. The letter of intent does not require an entity to respond, but failure to submit one prior to the deadline will result in ineligibility to submit a proposal.

The letter of intent to respond may be directed to:
westcentralworks1@wdbwcv.org

or it may be mailed to:

Jon Menz, CEO

West Central WI Workforce Development Board
800 Wilson Avenue, Suite 310
Menomonie, WI 54751

Activity Schedule

- Deadline to Submit Questions - Wednesday, August 18th, 2021.
- Q&A - Posted No later than COB Friday, August 20th, 2021.
- Letter of Intent to Respond - Monday, August 23rd, at 5pm CST.
- RFP Responses - Due Thursday, August 26th, at 5pm CST.
- Notice of Award (per Board approval) - Week of August 29th, 2021.

PROPOSAL REVIEW (1-14 to be completed by all reviewers)					
<p>The WCWWDB is looking for an applicant who models: Collaboration, Demand Driven, Result Focused, and is Committed to Continuous improvement.</p> <p>(5) - extremely detailed description provided and follows the entire model detailed above. (4) - very well detailed description provided and follows some of the models listed above. (3) - adequate description provided and the models are somewhat followed (2) - some degree of inadequate description provided and very little is modeled above. (1) - inadequate description provided and follows none of the models listed above.</p>					
STATEMENT OF WORK					
1. Targeted population is described.	1	2	3	4	5
2. Targeted population problems and needs are described.	1	2	3	4	5
GOALS AND OBJECTIVES					
3. Proposed goals & objectives reflect exceeding standards.	1	2	3	4	5
4. Objectives are proven.	2	4	6	8	10
5. A clear description of how WIOA OSO Services are delivered, achieved, and recorded In Job Net Business	1	2	3	4	5
METHODOLOGY					
6. Proposal describes the process for customers to access appropriate skill development services.	1	2	3	4	5
7. Program design/methodology provides a clear WIOA Coordination of services.	1	2	3	4	5
8. Program design provides clear identification of who will provide WIOA Basic Career Services.	1	2	3	4	5
9. Program design is consistent with WIOA and overall WDA delivery system.	1	2	3	4	5
COORDINATION					
10. Proposal shows how Basic Career Services will coordinate with other Resource Room / One Stop Center activities.	1	2	3	4	5
11. The Proposal creates a systematic approach to continuous improvement.	1	2	3	4	5
STAFFING					
12. Key staff and facility identified along with staff qualifications and they are adequate to meet proposed goals and objectives.	1	2	3	4	5
PROGRAM MONITORING					
13. A commitment is made to continuous improvement including adequate monitoring.	1	2	3	4	5
REVIEWER SIGNATURE					
OVERALL EVALUATION SCORING					
Organizational Qualification	Experience and capabilities of the proposer, organization, and their staff to successfully complete a Service Delivery Plan - (Coordination of Services) to meet the needs of this RFP 20 Points				
Service Delivery Plan	Points applied on quality, strength, and innovation of services resulting in an increased partner and community plan 60 Points				
Budget Narrative	Cost Justification Proposal and evaluation of financial management ability. 20 Points				
Reviewer Signature					

VIII. Terms and Conditions

1. A bidder or its principals shall be in good standing, not debarred or suspended, proposed for debarment, declared ineligible, or otherwise excluded from entering into a financial agreement of federal or state funds.
2. Local, small, minority-owned businesses are encouraged to respond and shall not be discriminated against during proposal review.
3. The WCWWDB is an equal opportunity employer. All bidders shall certify the same.
4. The bidder certifies and agrees that it will provide and maintain a drug-free workplace.
5. Issuance of the RFP does not commit the WCWWDB to award a contract, pay costs associated with proposal development, or to procure or contract for goods and/or services. Payment for services will be negotiated.
6. The WCWWDB reserves the right to reject any and all proposals if it is in the best interest of the WCWWDB to do so and waive any minor informalities or irregularities in the RFP process. The WCWWDB shall be the sole judge of these irregularities.
7. For the top-ranked bidder(s) selected, references or other points of contact as necessary will be made and any comments will be used to complete the evaluation process.
The WCWWDB reserves the right to enter into negotiations with one or more bidders as a result of the RFP evaluation process and enter into a best and final negotiation with one or more of the bidders.
8. The WCWWDB will consider non-responsive any submittal for which critical information is omitted, lacking, or represents a major deviation from the RFP.
9. Proposals received after the issued due date will be considered non-responsive and will not be reviewed or evaluated.
10. Other issues of grievances, hearing resolutions, and authority shall be addressed prior to award of contract and relevant issues may be stated within contract. The WCWWDB reserves the right to negotiate proposed outcomes, budget, and other matters prior to actual execution of the contract.
11. Bidders shall certify either no real or apparent conflict of interest exists in carrying out the proposed scope of work, or where conflict(s) of interest may exist; such potential conflicts must be clearly disclosed in the proposal.
12. All submitted proposals are considered the property of the WCWWDB and are considered confidential.

Insurance Levels

The WCWWDB expects that the selected OSO will secure and keep in force during the term of the agreement the following insurance coverages covering the OSO for any and all claims of any nature which may, in any manner, arise out of or result from the OSO performance under this agreement.

The OSO shall, at its sole cost and expense, provide:

1. A Commercial General Liability Insurance policy providing coverage against claims for personal injury, death, or property damage occurring in connection with the Project. The limits of such insurance shall not be less than \$1,000,000 combined single limit per occurrence, \$2,000,000 aggregate.
2. Worker's Compensation coverage consistent with the laws of WI.
3. Commercial Automobile Liability Insurance including Non-Owned and Hired Auto.
4. Liability with a limit of not less than \$1,000,000—Please advise if N/A.
5. Commercial Umbrella Liability coverage of at least \$1,000,000.
6. Employment Practices Liability coverage of \$1,000,000 per claim and in the aggregate. This coverage shall include Third Party coverage; and
7. A Network Privacy and Security Policy (also known as cyber liability) providing coverage with a minimum limit of \$1,000,000.

Appendix II to Part 200—"Contract Provisions for non-Federal Entity Contracts Under Federal Awards".

Examples:

- Applicability and compliance with required statute and/or regulations.
 - Equal Employment Opportunities.
 - Copeland Anti-Kickback Act.
 - Davis Bacon Act.
 - Compliance with all applicable standards, orders, or requirements issued under the Clean Air Act, Clean Water Act, and the Environmental Protection Agency regulations for contracts/grants exceeding \$100,000.
 - Mandatory standards and policies relating to energy efficiency that are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
 - Patent rights.
 - Copyrights and rights to data.
 - Byrd Anti-Lobbying Amendment; and
 - Debarment and suspension requirements.
8. Updated DOL requirements: (MOU's will require said language) §200.331 of the uniform guidance.
- Subrecipient Name (which must match the name associated with its unique entity identifier).
 - Subrecipient's Unique Entity Identifier.
 - Federal Award Identification Number (FEIN).
 - Federal award date of award to the recipient by the Federal agency.
 - Subaward period of performance start and end date.
 - Amount of federal funds obligated by the subaward.

- Total amount of federal funds obligated to the subrecipient by the pass-through entity.
- Total amount of the Federal award committed to the subrecipient by the pass-through entity
- Federal award project description.
- Name of Federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity.
- Catalog of Federal Domestic Assistance (CFDA) number and name; the pass-through entity must identify the dollar amount made available under each Federal award and the CFDA number at time of disbursement.
- Indirect cost rate for the Federal award (including if the de minimis rate is charged).

9. Helpful Resources

Wisconsin Department of Workforce Development - WIOA Resource Page	https://dwd.wisconsin.gov/wioa/
WIOA Final Rules – Workforce Innovation and Opportunity	https://www.doleta.gov/wioa/final-rules.cfm
WIOA Eligibility and Documentation Guide	https://dwd.wisconsin.gov/wioa/pdf/eligibility_documentation_201507.pdf
DWD WIOA Adult and Dislocated Worker Program Case File Documentation Guide	https://dwd.wisconsin.gov/wioa/policy/08/08.2.C.pdf
DWD/DET Policy and Procedure Guide	https://dwd.wisconsin.gov/wioa/policy/
Uniform Guidance	http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1
DWD/DET ASSET Users Guide	https://workweb.dwd.state.wi.us/det/asset/manual
WIOA Performance	http://www.doleta.gov/performance

Questions can be directed to CEO Jon Menz at jmenz@wdbwcw.org

Addendum: Other Considerations

Scope of Work

A. Contractor Specifics

The One-Stop Operator (OSO) is responsible to facilitate the integration of services between the required partners (WIOA Title I, Adult Education, Vocational Rehabilitation and Wagner Peyser) within the Comprehensive and Affiliate One-Stop Center.

B. About the WCWWDB

The Workforce Development Board of West Central Wisconsin's mission is to build public and private partnerships that support innovation and excellence in workforce development. We dedicate time, talent, and financial resources to: collaboration, flexibility, innovation, regionalism, customer focus, fiscal integrity, and valuing people. The Workforce Development Board of West Central Wisconsin is a nonprofit organization that collaborates with businesses and workforce in the counties of Eau Claire, Dunn, Pierce, Pepin, Chippewa, Clark, Barron, Polk, and St. Croix Counties to promote a healthy economy. We adapt to the changing economic environment and respond to the pressures felt by workers, businesses, and communities in our 9-county region. We are recognized for our ability to anticipate needs and forge partnerships to address those needs directly.

The One-Stop Workforce Development System and the West Central Wisconsin Workforce Development Area is built on a Career Pathway Model to support individuals' exploration and continuous engagement in a work-and-learn strategy to advance their careers. The One-Stop (Job) Centers are the main service delivery locations for the Workforce Development System and are the office locations for the majority of the staff.

This contract is to engage service provider to serve as One-Stop Operator to support Eau Claire, Dunn, Pierce, Pepin, Chippewa, Clark, Barron, Polk and St. Croix Counties. The One-Stop Operator will be funded through the Workforce Innovation and Opportunities Act (WIOA) region.

C. Description of the OSO Role:

The One-Stop Operator will provide support to the Eau Claire, Dunn, Pepin, Chippewa, Clark, Barron, Polk and St. Croix County/Pierce Job Centers

Roles and Responsibilities:

1. Continue to utilize the WCWWDB four-way referral process for services within and outside the comprehensive Job Center. Implement minimum standards for referrals, referral follow-up, and documentation of referral outcomes.
2. Assure that there is adequate access to customer services including alternative hours of operation.
3. Conduct monthly or quarterly meetings with members of the OSO management team.
4. Implement training or staff development, such as customer services training, cross training on partner services, or other services, for the One-Stop Center staff.
5. Develop an outreach and recruitment plan for the One-Stop Center.
6. Implement and oversee technology solutions to manage and support enhanced cooperation and coordination of Core Partner programs (activities and resources).
7. Ensure compliance with all state and local policies and procedures related to the One-Stop Center. Examples include; serve as complaint officer, conduct American Disabilities Act (ADA), equal opportunity, accessibility compliance reviews, and arrange technical assistance as needed.
8. Physical location support: a. Responsible for coordinating physical space planning, monitoring upkeep, and facilitating adjustments.

- b. Enforcing One-Stop Center facility standards in regard to customer service and accessibility.
- 9. Prepare and submit monthly and quarterly reports to the Board.

Additional Responsibilities of the One Stop Operator:

Whenever possible, One-Stop Operator support at the Eau Claire, Dunn, Pierce, Pepin, Chippewa, Clark, Barron, Polk and St. Croix Counties

Recommended Contract Condition:

The Workforce Development Board reserves the option to ask the One-Stop Operator to perform additional duties allowable under the Workforce Innovation and Opportunity Act (WIOA) regulations to support the local workforce system in delivering quality services through the American Job Center.

END