



## One Stop Operator (OSO) Procurement

---

### Request for Proposals (RFP) – PY25-26

Reissued: June 11, 2026

**Letters of Intent to Apply Due July 15th, 2026 - - Attention Jon Menz, Chief Executive Officer**  
**[westcentralworks1@wdbwcw.org](mailto:westcentralworks1@wdbwcw.org)**

**Application Deadline : June 25<sup>th</sup>, 2026**

**Scoring Committee will review and make notice of Award to prevailing organization no later than June 30<sup>th</sup>, 2026**

**Make any Inquiries of Application to Jon Menz, Chief Executive Officer [westcentralworks1@wdbwcw.org](mailto:westcentralworks1@wdbwcw.org)**

## Request for Proposals One-Stop Operator - \$40,000 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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

## II. Statement of Purpose

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 over a period of twelve (12) months. The OSO will serve in this role from July 1<sup>st</sup>, 2026, until June 30<sup>th</sup>, 2027, with an option for parties to extend the services for up to two (2) successive years through June 30<sup>th</sup>, 2029.

## 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

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

These required activities and the respective local OSO partners include:

*Required Partners and Additional Partners Examples*

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 West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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 referral system between ecosystem partners 'My One Flow'.
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. Assist the WCWWDB Staff with the coordination the annual Partnership MOU, Infrastructure Funding, and Additional Cost Funding Agreements.
8. Insure that the Regional Business Services Teams leads, 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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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.

The Contract, upon approval of bid, will provide the specifics required to operate. This will be forthcoming after the award decision is made.

### *Proposed Budget*

#### **WIOA One-Stop Budget Summary Template**

**ORGANIZATION NAME:**

<b>Admin</b>	<b>Program</b>	<b>Training</b>	<b>Total</b>
--------------	----------------	-----------------	--------------

#### ***Provider Expenses:***

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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

**Participant Expenses:**

Participant Expenses (Itemize in budget narrative)					\$	-
<b>Total Participant Expenses</b>	\$	-	\$	-	\$	-

**Other Expenses:**

Other Expenses (Itemize in budget narrative)					\$	-
<b>Total Other Expenses</b>	\$	-	\$	-	\$	-

<b>TOTAL</b>	\$	-	\$	-	\$	-
--------------	----	---	----	---	----	---

**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%

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

**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

(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;
- (iii) Preparation of program plans, budgets, and schedules;
- (iv) Monitoring of programs and projects;
- (v) Fraud and abuse units;

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

## 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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

### *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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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 July 15<sup>th</sup> 2026.**

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@wdbwcw.org](mailto:westcentralworks1@wdbwcw.org) or [dnichols@wdbwcw.org](mailto:dnichols@wdbwcw.org)

or it may be mailed to:

**Jon Menz, CEO**  
 West Central WI Workforce Development Board  
 221 West Madison Street  
 Eau Claire, WI 54703

Or

Deb Nichols, Vice President  
 221 West Madison Street  
 Eau Claire, WI 54703

**PROPOSAL REVIEW (1-14 to be completed by all reviewers)**

*The WCWWDB is looking for an applicant who models:*

***Collaboration, Demand Driven, Result Focused, and is Committed to Continuous improvement.***

- (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.

**STATEMENT OF WORK**

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

1. Targeted population is described.	1 2 3 4 5
2. Targeted population problems and needs are described.	1 2 3 4 5
<b>GOALS AND OBJECTIVES</b>	
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
<b>METHODOLOGY</b>	
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
<b>COORDINATION</b>	
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
<b>STAFFING</b>	
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
<b>PROGRAM MONITORING</b>	
13. A commitment is made to continuous improvement including adequate monitoring.	1 2 3 4 5
<b>REVIEWER SIGNATURE</b>	
<b>OVERALL EVALUATION SCORING</b>	
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 <b>20 Points</b>
Service Delivery Plan	Points applied on quality, strength, and innovation of services resulting in an increased partner and community plan <b>60 Points</b>
Budget Narrative	Cost Justification Proposal and evaluation of financial management ability. <b>20 Points</b>
<b>Reviewer Signature</b>	
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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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 West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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

Questions can be directed to CEO Jon Menz at [jmenz@wdbwcw.org](mailto:jmenz@wdbwcw.org)

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

## **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.**

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

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.

**Federal, State and Local Compliance and Statement of Work  
Regional One-Stop Operator**

It is understood and agreed to by both parties, through this Compliance and Statement of Work for the WCWWDB and One-Stop Operator (OSO) implementing the funding Grant Agreement, that the project and activities performed under this Agreement shall be for the purposes, funded in the amounts, completed within the tie-frames, and governed by any other specified terms and conditions as stipulated in the final executed contract. The OSO response to WCWWDB Request for Proposals for One-Stop Operator (OSO) Services, and any subsequent revisions, are hereby incorporated into this contract by reference and serve as the basis for execution of this original agreement. It is understood by all parties that the amount of funding in this award may not conform to that which was listed in the Regional OSO's original proposal due to the final procurement determination by WCWWDB. It is further understood the OSO and WCWWDB may be required to amend this agreement in accordance with the Workforce Innovation and Opportunity Act (WIOA) requirements set for by the U. S. Department of Labor or the State of Wisconsin.

OSO agrees to serve as the Program Year 2025-6 Workforce Innovation and Opportunity Act (WIOA) One – Stop Operator (OSO) for Wisconsin's Workforce Development Areas (WDA) 8 in accordance with the WIOA (Public Law 113-128; 29U.S.C. Sec. 3101, et. Seq.), its Final Rule (81 FR 56072 and, specifically, 20 CFR 78.600-378.635), and all current and future applicable WIOA state and local policies and procedures. Guidance on the implementation and provision of the operational requirements under WIOA pertaining to the One-Stop delivery system can be found in the Department of Labor Training and Guidance Letter (TEGL) No. 16-16, One Stop Operations Guidance for the American Job Center Network, (January 18, 2017).

Other items which become part of the grant include but are not limited to:

- Office of Management and Budgets (OMBs) final guidance on Administrative Requirements, Cost Principles, and Audit Requirements, 2 Codes of Federal Regulations Part 200, including the Department of Labor exceptions codified at 2 CFR Part 2900, which supersede the requirements from OMB Circulars A-21, A-87, A-110 and A-122.
- Circulars A-89, A-102 and A-133; 29 CFR Parts 95, 96, 97 and 99 and the guidance in Circular A-50 on Single Audit Act follow-up unless different provisions are required by the statute or approved by OMB.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

- 29 CFR Part38 Implementation of the Nondiscrimination and Equal Opportunity provisions of the WIOA and other applicable civil rights laws.
- Policies and updates issued by the U. S. Department of Labor (DOL) in the form of Training and Employment Guidance Letter (TEGLs) and Training and Employment Notices (TENs).
- Policies and updates issued by the Wisconsin Department of Workforce Development (DWD) Division of the Employment and Training (DET), including Wisconsin Job Center System Guidance Final Draft issued February 19, 2016, and Wisconsin's Workforce and Innovation and Opportunity Act (WIOA) Titles 1-A and 1-B Policy and Procedure Manual.
- The Local Plans, Regional Plans and local policies and applicable procedures for Workforce Development Areas (WDA) 1, 2, and 3.

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

Awardee agrees to pay OSO allowable costs incurred in the execution of this contract up to the awarded amount and not exceeding the awarded amount. All payments are contingent on the availability of federal funds.

Terms and conditions for the Agreement shall be as follows:

OSO will ensure that all staff hired as a result of the Contract understand and conduct business on a day-to-day basis in accordance with WIOA rules and regulations, state policy and guidance and WDA 8 Policies and Procedures.

Low-income, Veterans and eligible spouses of Veterans (“covered persons”) must be given priority over those non-covered persons (those not low-income, Veterans or eligible spouses of Veterans) following the Priority of Services Policies of WDA 8 the receipt of employment, training and placement services provided by WIOA. Priority means that “covered persons” receive priority, in the order as delineated in the WDA 8 Priority of Services Policies, are entitled to precedence over non-covered persons for services. This means that “covered person” receive access to service earlier in time than a non-covered person. See WDA 8 Priority of Services Policies for complete details.

#### American Job Center Locations

<b>WDA 8 (Waukesha, Ozaukee, and Washington Counties)</b>		
<b>Eau Claire County Job Center (Comprehensive)</b>	<b>Barron County Job Center (Affiliate)</b>	
221 W Madison St, <b>Eau Claire</b> , WI 54703	331 S. Main Street <b>Rice Lake</b> , WI 54868	

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

The OSO will align all programs and services in each WDA with the vision and strategies outlined in each WDA's Local Plan. REGIONAL OSO's approach to OSO management shall be based on LEAN principles and shall employ the Continuous Quality Improvement (CQI) Model. Specifically, as an OSO, the OSO is responsible for coordinating seamless service delivery of required one-stop partners and service providers in all American Job Centers in WDA 8, both Comprehensive and Affiliate sites. The OSO Quality Assurance (QA) Process shall include, but is not limited to, the following:

- OSO staff shall collaborate with WDA 8 staff to achieve contract deliverables.
- OSO shall conduct at least quarterly assurance reviews of all WDA 8 Job Centers, including but not limited to:
  - A review and assessment of the qualitative and quantitative system customer data as reflected in the quarterly OSO report.
  - A review and assessment of the quality and quantity of the services provided as reflected in the quarterly OSO report.
  - A review of supporting documentation, all of which is maintained by the REGIONAL OSO.
- The OSO may be requested by the staff of WDA 8 to conduct more frequent reviews of any American Job Center site or be requested to review additional elements.
- OSO shall participant fully in quarterly monitoring reviews conducted by the Program Integrity Specialist for this contract. More frequent monitoring reviews may be conducted if warranted.

OSO will disclose any potential conflicts of interest arising from OSO's relationships, as the OSO, with any training service providers or other providers, including but not limited to, career services providers.

**I hereby agree to these terms and conditions.**

---

**Name**

**Title**

**Date**

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

## ASSURANCE STATEMENT

I recognize that I must give assurance for each item below. If I cannot, this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. My organization is not currently on any federal, State of Wisconsin, or local debarment List.
3. My organization will provide records to show that we are fiscally solvent and will provide any other information and/or accept and appointment for interview, if needed.
4. We have, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. I have read Section V Assurances & Certifications, and our organization is prepared to sign a contract with these requirements.

**We will meet all applicable Federal, State, and local compliance requirements.** These include, but are not limited to:

- Maintaining records that accurately reflect actual performance.
- Maintaining record confidentiality, as required.
- Reporting financial, participant, and performance data, as required.
- Complying with Federal and State non-discrimination provisions.
- Meeting requirements of Section 504 of the *Rehabilitation Act of 1973*.
- Meeting all applicable labor law, including Child Labor Law standards.
- Adhering to the WCWWDB guidelines and committing to using the required funding statements on all materials, including those for outreach.
- Accepting funding for and working within the guidelines of other funding opportunities provided by WCWWDB.

**We will not:**

- Use WIOA money to assist, promote, or deter union organizing.
- Use funds to employ or train of persons in sectarian activities.
- Use WIOA funds in the construction, operation, or maintenance of any part of a facility to be used for sectarian instruction or religious worship.
- Use WIOA funds for lobbying.

**I hereby assure that all of the above are true.**

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

---

**Name**

**Title**

**Date**

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

### 2.7.3 Functions of the OSO

*Effective date: October 1, 2020*

Each OSO **must** coordinate the service delivery of required [one-stop partners](#) and service providers to ensure meaningful access to all programs through the one-stop delivery system.<sup>1</sup>

Local WDBs may establish additional roles for the OSO, including, but not limited to:

- coordinating service providers within the Job Center and across the One-Stop Delivery System;
- being the primary provider of services within the Job Center;
- providing some of the services within the Job Center;
- coordinating service delivery in a multi-center area, which may include affiliate job centers;
- acting as the Job Center Complaint Coordinator;
- performing other designated functions related to [Equal Opportunity and Civil Rights Compliance](#); or
- other allowable functions as determined by the local WDB.<sup>2</sup>

OSO functions must be clearly delineated in the contract agreement between the WDB and the contracted entity and must be adequately funded.

The OSO must not:

- convene system stakeholders to assist in the development of the local plan;
- prepare and submit local plans;
- be responsible for oversight of itself;
- manage or significantly participate in the competitive selection process for the OSO;
- select or terminate OSOs, or providers of career and/or youth services;
- negotiate local performance accountability measures; nor
- develop and submit budgets for activities of the local WDB.<sup>3</sup>

OSOs must disclose to the local WDB, in writing, any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other service providers.<sup>4</sup>

OSOs must not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services.<sup>5</sup>

OSOs must comply with federal regulations and procurement policies relating to the calculation and use of profits.<sup>6</sup>

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

---

The West Central Wisconsin Workforce Development Board is an equal opportunity employer and service provider. If you need information in an alternative format or in a different language (free of charge) please contact our Equal Opportunity Officer, Amanda Gohde at 715-645-7042 or via email at [Amanda.Gohde@NorthwoodTech.edu](mailto:Amanda.Gohde@NorthwoodTech.edu). Deaf, hard of hearing, or speech impaired callers may contact us through Wisconsin Relay Services 711 (800-947-3529).

- <sup>1</sup> [20 CFR § 678.305\(d\); 20 CFR § 678.620\(a\); 81 FR 55876](#)
- <sup>2</sup> [20 CFR § 678.620\(a\)](#)
- <sup>3</sup> [20 CFR §678.620\(b\)\(1\)](#)
- <sup>4</sup> [20 CFR § 678.600\(e\)\(1\)](#)
- <sup>5</sup> [20 CFR § 678.600\(e\)\(2\)](#)
- <sup>6</sup> [20 CFR § 678.600\(e\)\(3\)](#)

### 2.7.5 Monitoring & Oversight of the OSO

*Effective date: October 1, 2020*

The local WDB must develop a written policy and procedure regarding oversight, monitoring, and evaluation of performance of the OSO. At minimum, this policy must ensure that the following are reviewed annually:

- Performance of each contractually required OSO function; and
- OSO expenditures, to ensure they are within budget and are reasonable, necessary, and allowable in accordance with the Uniform Guidance.
- Risk assessment will be completed annually

**END**