



REQUEST FOR PROPOSALS (RFP) FOR:
WORKFORCE INNOVATION AND OPPORTUNITY ACT
ONE STOP OPERATOR
TITLE I CAREER SERVICES
TITLE I YOUTH

STATE OF MISSOURI
DEPARTMENT OF SOCIAL SERVICES
SKILLUP TANF/FNA

Release Date
October 25th, 2026

Proposal Deadline
December 4th, 2026

Emailed Questions Deadline
November 9th, 2026

Contract Period
July 1, 2027 - June 30, 2028

*Workforce Development Board of Southeast Missouri
reserves the right to modify any of the enclosed specification.*

Equal Opportunity- Equal Access

Workforce Development Board of Southeast Missouri is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to individuals with disabilities.

SECTION 1: OVERVIEW OF WIOA RFP

The Workforce Development Board of Southeast Missouri ("WDBSE"), in partnership with the Chief Local Elected Official (CLEO), has responsibility for the planning and oversight of workforce development services under the Workforce Innovation and Opportunity Act (WIOA), as well as DSS SkillUp TANF and FNA in the 13- county WDBSE Region. The Region is comprised of Bollinger, Cape Girardeau, Dunklin, Iron, Madison, Mississippi, New Madrid, Pemiscot, Perry, St. Francois, Ste. Genevieve, Scott, and Stoddard counties. The WDBSE and CLEO members are responsible for selecting:

1. A One-Stop Operator;
2. WIOA Title I career service provider(s) for Adult and Dislocated Worker services consistent with WIOA, that can provide similar services under discretionary grants awarded to WDBSE; and
3. WIOA Title I youth service providers consistent with WIOA which can also provide similar services under discretionary grants awarded to WDBSE targeting youth.
4. SkillUp services consistent with Department of Social Services (TANF and FNA)

The WDBSE is comprised of members representing business, education, labor, economic development, community-based and other organizations and, is responsible for setting policy, determining the vision and mission of the workforce system, and developing a strategic plan to ensure a world-class competitive workforce for the WDBSE Region.

This is a Request for Proposals (RFP) for the delivery of WIOA Title I Adult, Dislocated Worker, and Youth services in the WDBSE Region, as well as SkillUp TANF and FNA services. The WDBSE is also requesting that Proposers include the cost of a One-Stop Operator. The WDBSE reserves the right to determine the best delivery model for its local area. The selected provider will be responsible for:

1. Assigning a One-Stop Operator in accordance with the firewalls required by WIOA (as determined by the WDBSE – see above);
2. The delivery of career services to the general population in concert with the Missouri Job Service funded through the Wagner-Peyser Act;
3. The delivery of career services to WIOA eligible adults and dislocated workers;
4. The delivery of career services in accordance with any discretionary grants awarded to the WDBSE from time to time. Funds may be added to the selected Proposer's Subgrant Agreement so that the selected Proposer can deliver services under those grants;
5. Assigning a Business Services Representative for the purpose of providing employer opportunities and activities;

6. The delivery of WIOA youth services;
7. The delivery of Department of Social Services SkillUp TANF and FNA services and;
8. Cross training of employees to ensure, as necessary, co-enrollments.

The WDBSE is seeking a single Proposer to provide all services listed above but reserves the right to award youth program services as a separately issued proposal.

To assist Proposers in responding to this RFP, demographics, job and labor market information for the WDBSE region is available for review at:

[Southeast Region | Missouri Economic Research and Information Center](#)

This RFP is electronic and can be downloaded from the WDBSE website <http://www.job4you.org>. Paper copies will not be available.

This is not an open RFP. Therefore, responses must be received by 12:00 p.m. on December 4th, 2026, after which time additional proposals will not be accepted. Proposals must be mailed or hand delivered to the WDBSE, 1021 Kingsway, Ste. 1, Cape Girardeau, MO 63701, or emailed to proposals@job4you.org. The WDBSE will maintain all proposals on file for three (3) years in the event negotiations with the selected Proposer cannot be finalized; additional funds become available through WIOA; or the selected Proposer is not able to perform Subgrantee Agreement activities. Proposer(s) who do not submit proposal responses will not be considered for funding after the proposal deadline for submission.

EVENT	DATE/TIME
RFP Released to the Public	October 25 th , 2026, 12:00 p.m.
Deadline for Submitting Written Questions to the WDBSE	November 9 th , 2026, 12:00 p.m.
Questions/Answers Posted on the WDBSE Website	November 15 th , 2026, 5:00 p.m.
Deadline for Proposal Submission	December 4th, 2026, 12:00 p.m.

We thank you in advance for your time and effort, and look forward to reviewing your proposal(s) which is due by 12:00 pm on December 4th, 2026.

The WDBSE reserves the right to (a) reject any or all proposals, (b) to accept or reject any or all items in the proposal, and (c) to award multiple contracts as deemed to be in the best interest of the WDBSE. The WDBSE reserves the right to negotiate with the respondent(s) after proposals are reviewed, if such action is deemed to be in the best interest of the WDBSE. The WDBSE **does not** allow the winning bidder to subcontract any functions or activities.

Timelines Overview:

Beginning 12:00 p.m. on October 25th, 2026, the RFP will be available for download from the Workforce Investment Board of Southeast Missouri website at www.job4you.org.

All questions pertaining to the RFP must be submitted via email to gmorse@job4you.org, copying ajlong@job4you.org and dclay@job4you.org by 12:00 p.m., November 9th, 2026. All questions and answers will be posted by 5:00 p.m., November 15th, 2026 on the WDBSE's website www.job4you.org. Phone and/or text inquiries are unacceptable.

Selected RFP respondents will be notified of the WDBSE's decision in writing during the month of January 2027. Funding levels will be announced upon receipt of official notification from the Office of Workforce Development, which typically occurs in the month of June 2027.

SECTION 2: DESCRIPTION OF REQUESTED CAREER SERVICES

WIOA requires that One Stop Centers be the front door for accessing career services under WIOA and from related federal and local workforce funding streams represented by other One-Stop partners co-located or in the region. Services are provided to job seekers needing training and/or job placement as well as to employers looking for employees, employee training, information about workforce services and labor market information. The WDBSE has two full service comprehensive One-Stop Job Centers located in Kennett, MO and Park Hills, MO, one affiliate Job Center in Cape Girardeau, MO and a satellite office in Sikeston, MO.

The WDBSE is interested in fostering an integrated approach to assisting individuals seeking WIOA, SkillUp and services to employers while also avoiding duplication of services among the One Stop required partners. Through continuous improvement the WDBSE One Stop Job Centers strive to provide effective services to the client and an expanded capacity within the region through access points to increase the number of individuals being served.

The WDBSE intends to select a single provider that will provide services as a subgrantee, assign individual to serve as the One-Stop Operator with the appropriate firewalls required by WIOA to foster the integration and coordination envisioned by WIOA and to provide WIOA Title I career services including WIOA Youth services, as well as SkillUp TANF/FNA services, in all thirteen counties of the region.

The WDBSE requires that the selected Proposer grant interviews and consider interested current employees serving WIOA/Skillup customers when selecting their employees that will provide the requested services.

Job seekers enter the Missouri Job Center, also referred to as America's Job Centers (AJC), The selected Proposer will be expected to coordinate with the State of Missouri's Job Center employees to maintain and provide labor exchange services through the resource room, before being referred to One Stop partners or WIOA individualized services for those meeting WIOA eligibility requirements. Refer to [OWD Issuances | JobsMoGov](#)

Proposer will be responsible for providing information in formats that are usable by and understandable to One-Stop Center customers.

Customer traffic in the Kennett Missouri Job Center averages 224 per month, customer traffic in the Sikeston satellite Job Center averages 163 per month, customer traffic in the Park Hills Missouri Job Center averages 434 per month, while the customer traffic in the Cape Girardeau Missouri Job Center averages 146 per month. This number includes repeat customers and individuals enrolled in other programs. Currently, each of the four locations have a dedicated WIOA/SkillUp cross-trained employee and a WIOA Youth Employment Specialist with a part-time presence. The Missouri Office of Workforce Development (OWD) currently has 4 employee positions assigned to the Kennett Missouri Job Center, 4 employee positions at the Park Hills Missouri Job Center and 2 employee positions at the Cape Girardeau Missouri Job Center. These positions are funded by WIOA, Discretionary Grants and Wagner Peyser.

The WIOA Adult, Dislocated Worker and Youth eligibility requirements can be found at [OWD Issuances | JobsMoGov](#) to receive individualized services as appropriate and may already be utilizing a variety of social and human services in addition to those available through the WIOA. Employment Specialists are responsible for coordinating the services needed, as well as potential SkillUp TANF/FNA co-enrollments, with those already being delivered.

The Proposer selected will be responsible for recruitment, eligibility determination, case management and counseling, determinations regarding individual qualifications and suitability so that enrolled participants may receive career services, or enroll in training through:

- Award of an Individual Training Account, or
- Assignment to a work experience or internship, or
- Work-based training options including OJT and apprenticeships.

All participants shall receive a 12-month follow-up. While there is no mandated order in the delivery of services, services available under all programs offered, the services provided should be appropriate to meet the needs of the job seekers and employers.

Required Career Services

Listed below are the career services the WDBSE requires to be delivered by the selected Proposer through the Southeast region's Missouri Job Centers or other designated locations. Many of the services are informational, self-help, or available through technology.

- General information through orientations to services available through the One-Stop system for the general public.
- An orientation on the requirements for participation in SkillUp TANF/FNA, WIOA Adult, Dislocated Worker and Youth programs, as appropriate.
- General labor exchange services to the universal population and employers in coordination with OWD employees as well as WIOA funded employees.

- The provision of local, regional and national labor market information to job seekers and employers including job vacancy listings.
- The provision of employment statistics for the WDBSE region.
- The provision of the occupations in demand lists to job seekers, (provided by the State).
- Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for such occupations.
- Information and assistance filing unemployment compensation claims.
- Outreach, intake, including worker profiling, and the coordination of outreach with the One Stop partners, recruitment, and determination of WIOA eligibility of adults, dislocated workers, and youth.
- Referral of individuals to other One-Stop partners as appropriate.
- Referral to English language acquisition and integrated education and training programs.
- The referral of WIOA eligible “out of school youth” and “in-school youth” to training, placement or to other partner agencies.
- Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities including skills gaps, and supportive service needs.
- To make performance and cost information available as it applies to training providers including youth providers, adult education providers, post-secondary career and technical education and vocational education providers available in the community.
- Referral of individuals for information regarding the availability of financial aid for education not provided by WIOA.
- Job search activities for Wagner Peyser and WIOA customers in coordination with OWD Job Center employees.
- Job development, placement and replacement into unsubsidized employment in coordination with Job Center for the universal population, WIOA and discretionary grant participants.
- Access to and the provision of computer-based technologies related to workforce activities such as financial literacy, digital literacy and basic skills remediation.
- Coordination and referral to short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal

maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training.

- Services to assist WIOA Adults, Dislocated Workers and Youth to obtain or retain employment, that may include as appropriate, assessments of individual skill levels and support service needs, interviews and evaluations to identify employment barriers and employment goals, development of an individual employment plan, identifying appropriate employment goals, and the services needed to achieve the employment goals, providing information on eligible training providers and career pathways to attain career objectives.
- An economic analysis to develop an employment goal targeted toward attainment of self- sufficiency or a livable wage.
- Development of WIOA client individual service strategies.
- Individualized employment assessment which includes elements of employability, life skills, job and career counseling as appropriate to the client.
- Case management during program participation, which includes flexible work hours for employment specialist to suit a working clientele and allow for evening and weekend accessibility between the client and their employment specialist.
- Referral of clients needing assistance beyond the employment specialist's expertise to other One-Stop partners and agencies providing assistance such as but not limited to mental health, substance abuse or domestic violence.
- Referrals of eligible and enrolled WIOA participants to occupational skills training and award of an Individual Training Account voucher for training with an eligible training provider.
- Development of basic employment skill workshops, internships, work experiences and transitional employment linked to careers for adults, dislocated workers and youth.
- Referrals of WIOA participants to work-based training options such as On the Job training, customized training and apprenticeships.
- Participant data entry into the electronic case management system for WIOA, Skillup, and discretionary grants to record all services provided.
- Post-services employment follow-up case management, counseling, advocacy, and replacement into unsubsidized employment for WIOA participants throughout the 12-month retention period.
- Services to employers, including but not limited to assistance with employee recruitment, knowledge of employer incentives, and assistance with employer recruitment.

SECTION 3: POPULATIONS TO BE SERVED

Universal Population

Anyone seeking employment may access HireMO from their phone app, home computer or come into a One-Stop Career Center for job placement assistance. Employers may list job openings on HireMO from their own computers, call the One-Stop Center for assistance, or come in person. All One-Stop employees assist employers with recruitment and work-based training options for employers.

WIOA Adults

These are individuals who are 18 or older who meet the US Department of Labor priorities found at [OWD Issuances | JobsMoGov](#).

WIOA Dislocated Workers

Dislocated Worker means an individual who fits one of the twelve categories of dislocated status found at [OWD Issuances | JobsMoGov](#).

WIOA Out of School Youth

Out of School Youth are individuals meeting WIOA eligibility found at [OWD Issuances | JobsMoGov](#).

WIOA In School Youth

In School Youth are individuals meeting WIOA eligibility found at [OWD Issuances | JobsMoGov](#).

Discretionary Grant Targeted Populations

As described in the various grant awards.

SECTION 4: TRAINING

Benchmarks will be determined during contract negotiations as to the approximate number of WIOA eligible adults and/or dislocated workers that will receive an Individual Training Account or a work-based training opportunity. The work-based training includes work experience, OJT and apprenticeships.

Benchmarks will also be determined during contract negotiations for the approximate number of WIOA eligible adults and/or dislocated workers that will receive a career service, which may include a work experience, transitional employment, placement assistance and employment.

The Office of Workforce Development (OWD) maintains the Eligible Training Provider System (ETPS) and participants may be referred to an approved course of training. Employees are expected to market and develop On-the-Job training, customized training, apprenticeships and/or work experience opportunities so that they can refer participants.

SECTION 5: SUPPORT SERVICES

Support services may be made available to eligible WIOA and SkillUp individuals who have been enrolled in the appropriate funded training activity or while in job search, to the extent they are not available from other sources within the community. It is anticipated that economically disadvantaged adults and youth as well as dislocated worker participants may need transportation services, uniforms, clothing vouchers, etc. Proposer will be responsible for providing access to support services in accordance with the WDBSE supportive service policies and will be assigned a budget amount for the provision of support services. Individuals needing additional services or services not offered by WIOA must be referred to other agencies in the community offering needed support services. Case notes must reflect how other resources were sought and unavailable before WIOA Support Services can pay.

SECTION 6: BUSINESS SERVICES

Proposer will be expected to provide business services throughout the thirteen county area, which include:

- A. Outreach to and recruiting businesses that may benefit from the services of the One Stop system;
- B. Assess the job sector needs of the region;
- C. Maintain data of business customers who participate in job fairs, hiring events, recruitment and other employer services in the workforce development region;
- D. Coordinating job fairs, recruitments and hiring events in conjunction with the Missouri Job Centers and regional partners;
- E. Outreach and promoting on-the-job training, work experience, and apprenticeship;
- F. Appropriate recruitment referrals from WIOA to fill job openings identified within sector or performance-based business service programs;
- G. Development of incumbent worker training, OJT, work experience, transitional employment opportunities and registered apprenticeship.

SECTION 7: YOUTH SERVICES

- A. Benchmarks will be determined during contract negotiations as to the approximate number of expected WIOA eligible out of school youth (OSY) and the approximate number of expected WIOA eligible in school youth (ISY) that will receive services.
- B. The WDBSE is seeking program designs which will provide one or a combination of the following services **for out of school youth (OSY)** in order to meet the federal and state performance measures required by WIOA and described in this RFP.
 - 1. Enrollment of OSY into post-secondary school/training resulting in a) the attainment of a recognized post-secondary credential and b) placement into unsubsidized employment or post-secondary training.
 - 2. Recruitment of OSY who are high school dropouts enrolled in a traditional high school equivalent program operated by a Missouri Department of Elementary and Secondary Education provider who are within 6 – 12 months of completion of studies in order to prepare for the HiSet/GED exam resulting in a High School credential and placement into unsubsidized employment or into post-secondary school.
 - 3. Placement of youth into apprenticeship training opportunities.
- C. Eligibility. The selected providers will be responsible for eligibility determination, related documentation collection and data entry. WDBSE will provide training to providers on the requirements of eligibility determination. Refer to [OWD Issuances | JobsMoGov](#) for youth eligibility requirements.
- D. Proposer will be required to budget 20% of the youth funds awarded to provide work experience for youth in the program. The work experience must be aligned with the youths' career interest as expressed in the youths' assessment and individualized service strategy (ISS). Work experience funds may also be used for employees needed to develop work experience positions, employees assigned to visit youth at their worksites, collect time sheets and assure payments to the youth. These funds may also be spent on job training for youth ready to go to work.
- E. All youth must receive twelve (12) months of follow-up after they exit the program to assure success in meeting the required performance measures. Follow-up may be different for each youth based on the needs of the individual youth but at a minimum must include monthly contact with each youth.
- F. The following constitutes the balance of the required WIOA program design elements. In addition to assessment, case management, enrollment into appropriate activities; Proposer will be expected to make available the required 14 WIOA elements that are not provided by Proposer as needed for the youth. This includes:
 - 1. One-on-one tutoring which may also include computer assisted instruction for youth returning to high school in a credit recovery program or entering a HiSet/GED program.

Program activities must result in the attainment of a high school diploma/credential followed by placement into unsubsidized employment or into post-secondary school.

2. Workplace preparation, including employability and soft skills. All youth must receive employability skills prior to being placed on a work experience. A formal curriculum must be incorporated into the planned activities for every youth; and
3. Financial literacy and entrepreneurialism, which should be available to youth, as appropriate, and may be provided virtually;
4. Leadership activities; Adult mentors if available; Entrepreneurial skills training; Assistance in applying for financial aid;
5. The provision of labor market and employment information about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services.

G. Attendance

1. Out of school youth are expected to participate on a daily basis. NOT all activities are expected to be scheduled every day. School, work-based training or tutoring, for example is considered "attendance." There must be a regular schedule. Regardless of the youth's activities, employment specialist will be expected to make contact with the youth at least one (1) time a week to assure they are participating in the scheduled activities and making good progress. Attendance will be one of the factors used to determine provider performance.
2. Recruitment: To serve youth, they must be recruited. Selected Proposer(s) will be expected to have a robust plan in place to recruit youth who are ready and appropriate for WIOA services.
 - a. Recruit and enroll youth in sufficient numbers to assure expenditures of WIOA and other funds awarded by the end of the program/Subgrant Agreement year.
 - b. Proposer should target motivated youth who wish to and are taking steps to change their lives and express an interest in getting a job.

SECTION 8: DESCRIPTION OF ONE STOP OPERATOR SERVICES

WIOA requires that each local workforce development board procure a “One-Stop Operator” (OSO) whose responsibility is to coordinate among the One-Stop partner programs.

Role of the One-Stop Operator

The vision of the Workforce Development Board of Southeast Missouri (WDBSE) is “A high quality standard of life for our region” which supports our mission statement, “To promote a state of economic well-being by helping to create a skilled, diverse, motivated and adaptable workforce.”

It is intended that the OSO employ the WDBSE vision, to guide innovation, accountability, efficiency, and effective utilization of resources in the WDBSE region.

The OSO will have a presence in all Job Centers per an agreed upon schedule approved by the WDBSE President/COO.

Customers enter the system through various partner programs, assessments and the sharing of information. Participants can be provided with access to programs, services and support by the appropriate program funding streams. The OSO duties will include encouraging the OSO partners to coordinate an integrated service delivery system resulting in more streamlined services and reduced duplication. This includes close collaboration with the WIOA Title I service provider in the WDBSE region.

The OSO will be expected to work with the OSO partners to find technological solutions to make services available to job seekers and employers.

The WDBSE is seeking a One-Stop Operator who will be a facilitator and coordinator. To carry out the one-stop operator duties, the entity should be familiar with the WIOA One-Stop partner and program requirements.

One-Stop Operator Roles and Responsibilities	
1	Serve as a coordinator of the public one-stop partners pursuant to the strategy and direction of the WDBSE as communicated through its President/COO.
2	Familiarize themselves with the mission and performance measures of all one-stop partners including WIOA Title I and incorporate the information in the cross training to take place during the monthly one-stop meetings.
3	Assure all WDBSE one-stop partner memorandums of understanding (MOUs) and infrastructure are current.
4	Assist in the development of MOU's with non-mandatory One-Stop partners as approved by the WDBSE.
5	Familiarizing themselves with the State of Missouri One-Stop certification criteria to assure Southeast region compliance.
6	Work with the WDBSE region to facilitate quality customer services to job seekers and employers.

7	Organize and facilitate an annual one-stop partner meeting with the partner “decision makers” to agree on a continuous improvement goals and objectives to be communicated through scheduled meetings.
8	Organize and facilitate one-stop partner meetings with front line employees targeted at continuous improvement of the WDBSE One-Stop Career Centers.
9	Collect information on the collaborative relationships between workforce, economic development, education and community groups in WDBSE region to develop a rapport, encourage mutually beneficial relationships and share best practices at quarterly one stop partner meetings.
10	Observe on-site operations, space configuration, customer flow and integration of services and make recommendations for consideration by the one-stop partners especially identifying best practices that will result in uniformity and consistency across funding streams.
11	Maintain appropriate and updated ADA and EO posters, ensure they are publicly posted, and check one-stop center accessibility.
12	Using survey instruments approved by the WDBSE to initiate an evaluation of job seeker and employer needs and satisfaction directed toward the continuous improvement of service strategies.
13	Work with the WDBSE to develop a social media presence for the one-stop partners in the local area.
14	Develop an annual project plan to be approved by the WDBSE President/COO within the first 15 days of each Subgrant Agreement period.
15	Provide a quarterly report to the WDBSE President/COO of activities and accomplishments so that they can be reported to the WDBSE.
16	Work with the one-stop partners to identify technological ways to connect to the partner programs with special attention to ways of connecting partners not co-located in the WDBSE One-Stop Centers.
17	Observe and make recommendations regarding cross referral of participants and information sharing to be presented to the one-stop partners at their annual meeting.
18	Other duties as assigned relevant to local needs.

One-Stop Operator Qualifications:

1. To meet the WIOA requirements, the operator must fulfill the role of a coordinator and facilitator among the One-Stop partners.
2. Entities submitting proposals should be able to identify a single individual or position who will be identified as the operator and who can be held accountable for accomplishing the deliverables.
3. The One-Stop Operator will have a presence in all Job Centers per an agreed upon schedule approved by the WDBSE President/COO.
4. The WDBSE reserves the right to approve the individual selected to serve as the OSO.

5. The One-Stop Operator should:

- a. Be experienced in workforce development with skills in public relations.
- b. Have mediation or negotiation experience.
- c. Have experience bringing disparate groups together, facilitating agency interactions where the goals and objectives may be similar but do not directly align.

SECTION 9: ONE STOP LOCATION

The Southeast Region Centers are located at:

- 1100 South By-Pass, Kennett, MO 63857
- 400 Allen Blvd, Sikeston, MO 63801 (Satellite)
- 403 Parkway Dr., Park Hills, MO 63601
- 612 Broadway St., Cape Girardeau, MO 63703 (Affiliate)

The lease for these centers, with the exception of Cape Girardeau and Sikeston, are held by the Missouri Office of Administration and is a part of the WDBSE budget.

SECTION 10: FUNDING AND BUDGET

The selected Proposer must have a fiscal system which meets grant fund accounting requirements, integrity and separation of duties pursuant to 2 CFR 200, [eCFR :: 2 CFR Part 200 -- Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) sufficient to manage payroll, participant payments such as support and work experience wages, training payments to eligible training providers, and on-the job training employer wage reimbursements. These funds will be a part of the Proposer's budget. Participant payments are considered pass-through payments and for-profit providers may not include the funds earmarked for these payments in their calculation of profit.

The Subgrant Agreement entered into will hold the Proposer liable for funds obligated in excess of the amount available for this activity. Recording/reporting the obligation of funds is considered a component of timely data entry.

Approximately \$800,000.00 is available for case management, job development, placement services, and non-program expenditures for the WIOA AD/DW program for the WDBSE Region. There is approximately \$600,000.00 available for WIOA Youth program services for the WDBSE Region. Approximately \$195,000.00 is available for Skillup TANF/FNA.

This amount includes salaries and fringes for employees proposed and may include some shared Job Center cost. The WDBSE may decide to award some or all of the youth funds under an RFP for ISY and OSY. In which case, only funds needed to support one-stop operations associated with WIOA youth. The one-stop funds will be allocated to support the agreement to be negotiated with selected sub-recipient.

The WDBSE reserves the right to adjust these amounts based upon funding.

SECTION 11: SUBGRANT AGREEMENT PERIOD AND SUBGRANT AGREEMENT PERFORMANCE

Providers applying as subgrant recipients who do not substantially meet the US DOL performance standards applicable to the various funding streams as described in the subgrant agreement document will not be renewed.

Adult/Dislocated Worker Performance Measures

Performance Measures	Detail
Employment Rate - 2nd Quarter After Exit	The % of participants in unsubsidized employment during the 2 nd quarter after exit from the program.
Employment Rate - 4th Quarter After Exit	The % of participants in unsubsidized employment during the 4 th quarter after exit from the program.
Median Earnings - 2nd Quarter After Exit	The median earnings of participants in unsubsidized employment during the 2 nd quarter after exit from the program.
Credential Attainment	The % of participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed.

Measurable Skill Gains

The % of participants in an education program leading to a postsecondary credential or employment and who are achieving documented measurable skill gains, defined as one the following:

1. Documented achievement of one educational functioning level for participants in a high school or high school equivalent program;
2. Documented attainment of a secondary school diploma or its equivalent;
3. Secondary or postsecondary transcript or report card for at least 12 credit hours showing a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade- related benchmarks such as knowledge-based exams.

Effectiveness in Serving Employers

USDOL anticipates this measure will be implemented in Program Year 2024.

Youth Performance Measures

Performance Measures	Detail
Employment Rate - 2nd Quarter After Exit	The % of youth participants in education or training activities, or in unsubsidized employment during the 2 nd quarter after exit.
Employment Rate - 4th Quarter After Exit	The % of participants in education or training activities, or in unsubsidized employment during the 4 th quarter after exit.
Youth Education and Employment Rate - 4th Quarter After Exit	The % of participants in education or training activities, or in unsubsidized employment, during the 4 th quarter after exit from the program.
Median Earnings - 2nd Quarter After Exit	The median earnings of participants in unsubsidized employment during the 2 nd quarter after exit from the program.
Credential Attainment Excludes participants in on-the-job training or customized training	The % of participants enrolled in an education or training program who attain a postsecondary credential, a secondary school diploma, or its equivalent, during participation in or within one year after exit.

Participants attaining a secondary school diploma or its equivalent are included as attaining the measure only if they are employed or enrolled in post-secondary education within one year after exit from the program.

Measurable Skill Gains	The % of participants in an education program leading to a postsecondary credential or employment and who are achieving documented measurable skill gains, defined as one the following: 6. Documented achievement of one educational functioning level for participants in a high school or high school equivalent program; 7. Documented attainment of a secondary school diploma or its equivalent; 8. Secondary or postsecondary transcript or report card for at least 12 credit hours showing a participant is meeting the State unit's academic standards; 9. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; or 10. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade- related benchmarks such as knowledge-based exams. Retention with the same employer is the percentage of participants in unsubsidized employment during the second quarter after exit from the program who were employed by the same employer in the second and fourth quarters after exit.
Effectiveness in Serving Employers	

Period for Performance/Subgrant Agreement Period

Subgrant agreement(s) will be written initially for 12 months (July 1, 2027 – June 30, 2028) followed by three optional one-year renewable periods. Renewal will be at the option of the WDBSE. Subgrant agreements will contain additional clauses related to termination for convenience with the proper notice to provide for Subgrantee(s) or the WDBSE not wishing to continue services beyond the initial 12-month period or any one-year period following. Performance will be measured each year.

PROPOSAL APPLICATION CRITERIA AND INSTRUCTIONS

1. Who May Apply

Proposer(s) may be public or private not-for-profit corporations, local educational agencies, business and/or trade associations, private for profit corporations, community based organizations, labor organizations and governmental units including municipalities. Minority and women owned businesses are encouraged to submit proposals.

Entities must have been in business in the United States for at least two (2) years prior to submission. If Proposer(s) is a foreign corporation (not a MO Corporation) they must

have a certificate from the MO Secretary of State showing that they have filed the necessary documents to do business in Missouri.

2. Accessing the RFP Document

Interested parties may access the RFP from the WDBSE website www.job4you.org. Paper copies will not be available. Interested parties are responsible for checking the website for additions, modifications, questions and answers concerning this RFP. The WDBSE will not contact Proposers individually or respond to questions on an individual basis. All questions received will be posted on the website along with the answers.

3. Number of Providers

The WDBSE is seeking **a single provider** regardless of the model to which Proposer is responding. The Proposer selected will deliver WIOA Title I services for Adults, Dislocated Workers, and Youth along with SkillUp TANF/FNA programs as well as the implementation of any discretionary grants requiring similar services and received during the agreement period.

Joint, partner, consortium proposals or proposals which subgrant agreement elements of the services will be deemed non responsive.

4. Due Dates– All dates are subject to change by WDBSE.

RFP Release Date	October 25 th , 2026, 12:00 p.m.
Deadline for Questions Submitted via Email	November 9 th , 2026, 12:00 p.m.
Questions/Answers posted at www.job4you.org	November 15 th , 2026, 5:00 p.m.
RFP Due Date (Mailed, Hand Delivered, Emailed)	December 4 th , 2026, 12:00 p.m.
Proposers Notified	January 2027
Contract Negotiation Period	May 2027
Contractor start date and Program(s) Implementation	July 1, 2027

Proposals may not be faxed. The WDBSE shall not be held responsible for Proposer's failure to meet responsiveness, date, time and location deadlines.

All submissions should be marked: PY27 WIOA Title I / One-Stop Operator / SkillUp RFP.

5. The RFP Response Package

- A. The RFP Response package should contain the completion of the proposal and all required forms.
- B. All response packages must be PDF single-spaced, 8.5" inch x 11" inch. No more than 12 pages, excluding cover page. Complete all responses in Arial pitch, 12-point font (note that some tables may require smaller fonts). Maintain 1 inch margins.
- C. Number each page of the response sequentially beginning with the Proposer(s) cover sheet as page one. The page number should be in a footer with the name of the organization submitting the response, and the name of the program proposed. Footers should be printed in an 8-point font. Page numbers should be consecutive from beginning to end.
- D. Please submit one complete proposal with all attachments. Proposals can be mailed, hand delivered, or emailed.

6. In writing your response the criterion used for rating proposals is listed below Respond to every question asked. Do not omit any questions.

- A. Experience of bidding organization and Staffing
 - i Description of your organization
 - ii Mission/vision/governance structure, and legal status
 - iii Management structure and key management personnel roles
 - iv Single point of contact for organization
 - v Experience of single point of contact with managing project
- B. Experience of bidding organization and Staffing
 - i Organizations success in customer service/workforce projects
 - ii Organizations experience in providing workforce services
- C. Staffing plan and organizational structure
 - i Describe proposed staffing plan and provide organizational chart
 - ii Minimum qualifications required for staff delivering services
 - iii Job descriptions and where staff will be located
- D. Financial Management
 - i Description of accountability and copy of most recent audit report
 - ii Describe questioned costs or monitoring findings within the last 3 years
 - iii If WIOA costs were disallowed, how and where would organization repay
 - iv Provide a one-page narrative describing allocation of program funds
 - v Budget narrative to describe staff salary ranges and benefits plan
- E. Partnerships
 - i Describe partners that will be involved in the operation of proposal
 - ii What role will partners play in the delivery of workforce services
 - iii Provide letters from partners referencing commitments made

Required Federal and Missouri Forms

- a. Certificate Regarding Lobbying
- b. Certification Regarding Conflict of Interest
- c. Certification regarding Debarment Suspension
- d. Certification regarding Drug Free Workplace

7. Staffing

It is understood that less employees may be required to deliver the services than are currently employed. The selected Proposer will be required to hire their own managers and supervisors. Details concerning salaries will be provided upon the request of entities submitting proposals.

8. Proposer References

- A. Proposer must request two reference letters with whom they have done business with from organizations, not individuals, familiar with the Proposer's organization and be able to comment on Proposer's ability to deliver the services proposed.
- B. References must have done business with Proposer within the past five (5) years. Proposals submitted without references will be deemed unresponsive.
- C. Proposer(s) must submit two (2) credit references. Public/governmental entities are not required to submit credit references.

9. Cure Process

The WDBSE has established a discretionary cure process to cure minor omissions in submitted proposals within forty eight (48) hours of notification by WDBSE via email to the Proposer's contact named in the proposal. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by the WDBSE as a courtesy, and as such, the WDBSE is not responsible for notification of any omissions or errors in any documentation submitted by the Proposer in response to the RFP.

All applying Proposers are solely responsible for contact availability via e-mail during this cure period and failure to receive WDBSE notification of cure issues is not subject to appeal. Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of the WDBSE.

10. Selection Criteria

- A. All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package, and ranked by the Workforce System Network Committee tasked with the review of all proposals.
- B. Proposals may not be funded at the funding levels requested.
- C. The highest ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of services resulting in self-sufficient participant employment, relevant experience and qualifications, or financial viability and stability of the agency.
- D. The WDBSE reserves the right, at its sole and complete discretion, to invite Proposer(s) to make a presentation to the committee as a step in the selection process. The WDBSE also reserves the right, at its discretion, to conduct pre-selection site visits to any organization that is being considered for funding under this solicitation.
- E. Proposals will be reviewed by WDBSE employees for responsiveness and substance.
- F. Proposer(s) are advised not to contact WDBSE employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. **Violation of this prohibition will result in the disqualification of the proposal response submitted.**

11. Administrative Requirements

- A. Final performance requirements under WIOA are negotiated with OWD. When they are negotiated, the subgrant agreement developed with the selected Proposer may be modified to reflect the required performance rates set at 5% above that required by the State of Missouri.

Subgrant agreements written during the renewal periods as a result of this RFP will be subject to negotiation of expected performance for each year the Subgrant agreement is in effect.

- B. In addition to the federal performance measures, performance will also be measured based on compliance, timely data entry, and monitoring findings. Selected providers who do not meet negotiated performance may be subject to cancellation or non-renewal of their agreement at the end of each program year in which performance is not attained.
- C. Proposer(s) must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the program proposed and to meet federal financial accountability requirements. Proposer's organization may be subject to a pre-

award review. This may include, but not be limited to, a review of Proposer(s) record keeping procedures, management systems, accounting and administrative systems, training facilities, and curriculum.

- D. Any Proposer(s), determined to not have the fiscal capability to manage the grant funds may be required to post a performance bond, or may be rejected as a provider at the discretion of the WDBSE. The cost of the bond cannot be charged to the project proposed. The WDBSE reserves the right to review budgets to determine the fiscal capacity of the Proposer(s) and may deem a proposal non-responsive if Proposer(s) cannot demonstrate fiscal capacity through staffing sufficient to be able to deliver the program proposed and separation of duties sufficient to safeguard the integrity of the funds.
- E. All organizations funded whether public or private, commercial or not-for-profit, receiving at least \$750,000.00 annually through federal grants as a sub-recipient regardless of the funding source will be required to conduct and submit an annual audit in accordance with 2 CFR 200 Part F. Funds may not be included in the budget for an annual audit if Proposer does not receive at least \$750,000.00 of federal funds annually.
- F. All media advertisements, collateral and printed material used in the promotion of the program, recruitment of participants, and published reports must name the WDBSE as the grantor agency and must be approved in advance of publication by the WDBSE President/COO. The time necessary to obtain the appropriate approvals must be considered when developing materials or other media advertisements.
- G. Insurance Requirements - The Proposer(s) agrees to submit to the WDBSE prior to the provision of services under this proposal Certificates of Insurance including all endorsements required herein, and to keep such insurance and the Certificates of Insurance with the WDBSE during the entire term of the agreement to be negotiated.
- H. All insurance policies required by this agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of \$25,000 (\$5,000 for automobile liability), which shall specifically be approved by the WDBSE. Proposer shall be responsible for reimbursement of any deductible to the insurer. If the Proposer fails to maintain insurance acceptable to the WDBSE for the full term of the agreement, WDBSE may terminate any agreement.
 - i. If the selected Proposer(s) is a governmental entity, they may elect to self-insure for the insurance coverage required for this agreement.
 - ii. The policy or policies of insurance must be issued by an insurer licensed to do business in the State of Missouri. If the carrier is a non-admitted carrier in Missouri, the WDBSE retains the right to approve or reject the carrier after a review of the company's performance and financial ratings. The policy or policies of insurance maintained by the provider shall provide the minimum limits and coverage as applicable to this project as set forth below:

<u>Coverage</u>	<u>Minimum Limits</u>
Commercial General Liability to include a Broad Form Property Damage Endorsement and Subgrant Agreement Liability	\$1,000,000 combined single limit per occurrence \$2,000,000 Aggregate
Automobile Liability including all owned and non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Practices Liability No Exclusions for Libel and Slander or for Tort Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made
Intellectual Property	To cover any patent, copyright or trademark infringement claims including the cost of the defense of any action brought against WDBSE, its governing Boards and Sub-grantee
Surety/Fidelity/Crime/Honesty Bond	In the amount of the funds awarded to Proposer(s)

iii. Each insurance policy required by this agreement shall be endorsed to contain the following provisions:

- a. This insurance shall not be changed, canceled, limited in scope of coverage or non-renewed until after thirty (30) days written notice has been given to the WDBSE.
- b. If a thirty (30) day notice of cancellation endorsement is not provided, the Certificate of Insurance must include the following language in the cancellation provision:

“Should any of the above-described policies be cancelled before the expiration date thereof, the issuing company will mail thirty (30) days’ written notice to the Certificate Holder named herein.”

- c. All rights of subrogation are hereby waived against the State of Missouri, its appointed officials, officers and employees, the WDBSE, its elected and appointed officials, officers and employees, when acting within the scope of their employment or appointment. (Endorsement must be attached to Certificate of Insurance.)

- d. With respect to operations of the named insured performed on behalf of the WDBSE, are added as additional insured's except for Workers' Compensation/ Employers' Liability and Professional Liability. (Endorsement must be attached to Certificate of Insurance.)
 - e. It is agreed that any insurance maintained by WDBSE will apply in excess of, and not contribute with, insurance provided by this policy. (Endorsement must be attached to Certificate of Insurance for the General Liability policy.)
 - f. Any losses shall be payable notwithstanding any act or failure or negligence of WDBSE, or any other person.
 - g. Commercial General Liability policy shall contain a severability of interests clause.
 - h. Subgrantee agrees to maintain Professional Liability Insurance, as appropriate, for a period of two (2) years following completion of this Agreement.
 - i. The WDBSE shall retain the right at any time to review the coverage, form and amount of the insurance required hereby. If, in the opinion of the WDBSE, the insurance provisions in this section do not provide adequate protection for the WDBSE, the WDBSE may require Proposer to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The WDBSE requirements shall be reasonable and shall be designed to assure protection from and against the kind and extent of risks, which exist at the time a change in insurance is required.
- iv. The procuring of such required policy or policies of insurance shall not be construed to limit Proposer's liability hereunder or to fulfill the Indemnification provisions and requirements of the agreement to be entered into as a result of this proposal.
 - v. Proposer(s) must agree to cooperate with and provide such information as may be requested by WDBSE for purposes of filing reports with the State of Missouri and the Local Governing Boards.
 - vi. This RFP does not commit or obligate the WDBSE to pay for any costs incurred in the preparation of a response or in advance of the execution of a Subgrant Agreement.
 - vii. Implementation of this program may not occur prior to the start date of the Subgrant Agreement document.
 - viii. Proposer(s) whose main headquarters are located out of the workforce area and who maintain their books and records outside of the workforce area must specify in their proposal how they will make their books and records accessible to the WDBSE for monitoring and audit purposes. It will not be sufficient to state that WDBSE may visit Subgrantee, the records must be available to the WDBSE in its

workforce area. They can be made available electronically. Failure to do so may result in the proposal being deemed non-responsive.

- ix. Subrecipient employees will be trained in the State of Missouri's data entry system. Proposer(s) may not include the costs of any custom or proprietary information technology system in their budgets.

The WDBSE will not pay for the maintenance of duplicate MIS systems or proprietary assessment systems owned by Proposer or a related company such as an affiliate or subsidiary.

- x. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, Missouri policies and regulations, the statutes, laws, Missouri policies and regulations shall prevail. The WDBSE shall be responsible for making all determinations in this regard.
- xi. Proposer(s) will be required to maintain an electronic case file and confidential hard copy file as required by WIOA statutes for each participant. The confidential hard copy files will be considered WDBSE property and must be turned over to WDBSE at the end of the subgrant agreement unless other arrangements are made during subgrant agreement negotiations.
- xii. Proposer(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of six (6) years from the date of: 1) final payment under this agreement, and 2) when all audits and litigation are complete and resolved.
- xiii. Subgrantee Proposers must implement a system for monitoring participant time and attendance in the program.

12. Progress Reports

Proposer(s) will be required to evaluate their progress, and report to the WDBSE on a monthly basis in accordance with a report format to be provided by the WDBSE. Proposer(s) should also be able to report data to include information not yet in the State's database, for example the number of projected exits or number of projected entries into training.

13. The Agreement Type and Budget

- A. All subgrant agreements negotiated because of this RFP will be cost reimbursement. This is a subgrant agreement format wherein all allowable costs detailed in the budget attached to the executed subgrant agreement are reimbursed. Invoices must include the supporting documentation for items to be reimbursed and validating the individual wage payments, benefits and withholding comprising the payroll for which reimbursement is requested. Subrecipient providers are reimbursed for allowable means allowable under both the grant funding stream supporting the subgrant agreement expenditures and the executed subgrant agreement.

- B. The Proposer must be able to show that they have the resources to be able to meet payroll and mandatory federal and state taxes on a timely basis while awaiting reimbursement. The WDBSE generally reimburses subgrantees within forty-five (45) days of receipt of a contract progress report (CPR) and general ledger (GL) report.
- C. The WDBSE receives funds from many WIOA different funding sources. The Proposer selected will be responsible for collecting time card information which allows employees to allocate their time among funding streams and to provide the WDBSE with an electronic copy of the time cards.
- D. Proposer should include an audit or a recent financial statement with their proposal response.
- E. Initial subgrant agreements will be written for 12 months, beginning as soon after July 1, 2027 when the procurement process is completed. Subsequent renewals may be written for three (3) one (1) year periods beginning July 1, 2027 based upon performance. Renewal will be at the option of the WDBSE. Subgrant Agreements will contain additional clauses related to termination for convenience with the proper notice to provide for Sub- grantees not wishing to continue services beyond any one-year period. Performance will be measured each year.
- F. Proposers must complete a budget narrative. RFP responses, which do not include a budget narrative will be deemed non-responsive.
- G. All costs, including profit if applicable, salaries and merit increases, are subject to negotiation as a part of the subgrant agreement process. The WDBSE will compare salaries and other costs proposed with costs and salaries for similar positions and responsibilities in its workforce area in arriving at reasonable negotiated costs.
- H. Subrecipient travel outside of the WDBSE region must be described and justified in the proposal and included in the budget along with detail regarding the need for the travel, the number of persons who will be traveling, and the length of the stay. The WDBSE shall determine the reasonableness of the travel during negotiations. All in and out of workforce area travel will be subject to WDBSE mileage rates, travel rules, and procedures unless the Proposer's policies and procedures have been reviewed and approved by WDBSEB.
- I. No equipment purchases are allowed without prior approval of the WDBSE. Leasing arrangements for property must be competitively procured and approved during negotiation of the subgrant agreement.
- J. Lease agreements may not be from Proposer or Proposer's organization or from a subsidiary, or related company or corporation unless they are leased to the general public at the same price as offered under this RFP.

14. Cost Parameters

- A. It is a policy of the WDBSE not to provide advance payments. Proposals seeking advances will be considered non-responsive and will not be reviewed or rated. If a Proposer approved for funding later identifies the need for an advance the WDBSE will not be able to proceed to Subgrant Agreement execution. Invoices are paid once a month. Proposer(s) must be able to support the cost of the program until they are reimbursed, which typically takes forty-five (45) days from the date a clean CPR/GL is submitted. Payments to Proposer submitted without the proper documentation may be delayed. The WDBSE does not pay defective or incomplete CPRs/GLs. The WDBSE requires that an electronic transfer system be set up for payment.
- B. For profit organizations, profit is capped at a rate of 5% percent. Currently profit is an allowable cost. Profit may be allocated to the cost categories. Profit is only available as a budget line item for commercial organizations. Total profit paid may not exceed the percentage of profit negotiated and determined reasonable during subgrant agreement negotiations. Profit is limited to five percent (5%) of the subgrant agreement budget excluding, (1) any funds budgeted for payments to other providers for services not offered by Proposer(s), (2) any payments for support services, stipends, work experience, incentives or other participant payments (3) tuition and 4) payments for work-based training including incumbent worker training
- C. Indirect Cost Rates. If Proposer has a federally approved or federal subgrantor negotiated indirect cost rate plan please provide a copy of the plan with Proposer's response.
- E. Supplies and/or materials proposed may not be purchased from Proposer(s) or Proposer(s) organization or from a subsidiary, or related company or corporation unless they are sold to the general public at the same price as offered under this RFP. Budget items, which are proprietary in nature, must be broken down into a cost reimbursement format.
- F. The WDBSE cannot reimburse providers for interest charges associated with the establishment of credit lines. The Office of Management and Budget Circulars applicable to grants prohibit interest payments as follows: "Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-profit organization's own funds however represented are unallowable."
- G. Any and all work performed or expenses involved in the preparation and submission of proposals shall be borne by the applicant(s). No payment will be made for any efforts or expenses prior to commencement of work as defined by a fully executed Subgrant Agreement.

15. Subgrant Agreements

This proposal does not allow for subgrant agreements.

16. Grievance and Procedures

In the event a Proposer(s) wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the WDBSE Administrative Office. Grievances related to this proposal must be filed in writing within the time frames stated in the WDBSE grievance policy.

17. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member or an employee of the WDBSE. All applicants must disclose the name of any WDBSE employee who owns, directly or indirectly, any interest in the applicants' business or any of its branches. Such disclosure must be submitted in a separate letter included with the proposal deadline.

18. Interference with the Procurement Process

Applicants are hereby advised that, the WDBSE will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of the WDBSE on behalf of the organization, person, or entity which seeks funding from the WDBSE.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any WDBSE employee or rating committee members after the issuance of a funding opportunity and until completion of a Subgrant Agreement award. A Proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

19. Compliance

The Proposer(s) will fully comply with the applicable requirements of which funds are received. It will comply with applicable directives issued by the State of Missouri. The Proposer assures that it will comply with other federal statutes applicable to this agreement.

20. WDBSE Right to Reject or Accept

The WDBSE retains the right to accept, modify, reject entirely, or partially reject any and all proposals if, in its judgment, the work proposed will not accomplish the objectives of this project or does not meet all of the requirements of this Request for Proposal. The Workforce Development Board of Southeast Missouri has the right to make changes to this proposal.

Proposal Responsiveness Checklist - For WDBSE Staff Use
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This form will be used prior to referring the proposal for consideration to the committee.

Any **NO** answer will make the proposal nonresponsive, and it will not be considered. You may wish to use it before submitting the proposal to assure that all required documents have been submitted and required elements have been addressed. Proposals which **DO NOT** include required elements, or which **DO NOT** meet fiscal standards or **DO NOT** have the capacity to deliver services may not be considered.

Yes/No	Responsiveness Element
	Proposal was submitted by the deadline.
	All required forms, attachments, and budget narrative.
	All questions completed.
	Proposer is licensed to do business in the State of Missouri.
	The organization is not on a Federal or State Debarment List.
	References are included.
	Audit and/or financial statement are provided.
	Financial records and participant files will be maintained and available electronically or in the WDBSE region.
	Proposal budget narrative within cost categories. Proposers are encouraged to submit budgets reflecting a 60/40 allocation between infrastructure/staffing and program costs.
	The rate of profit proposed is 5% or less.
	The proposal has required elements necessary to be successful or to meet required objectives.

WDBSE Employee Remarks

	Were there any concerns identified in Proposer's audit, budget narrative, or monitoring or partnerships?
	If the answer to the above is yes, are the concerns of such magnitude that Proposer's understanding and compliance with the law or ability to assure fiscal responsibility are questionable?
	Other concerns not listed.
	What issues will have to be clarified prior to subgrant agreement finalization?