www.job4you.org
1021 Kingsway Drive, Suite 1
Cape Girardeau, MO 63701
Phone: 573.334.0990

RFP Questions & Answers

RFP release date 10/25/26 12:00p.m.
RFP questions due by noon on 11/9/26
RFP questions & answers posted on WDBSE website by 11/15/26
RFP deadline 12/4/26 12:00p.m.

1. Is the WDBSE open to proposals coming from out of state? Yes

2. Please provide the anticipated funding separately for Adult, Dislocated Worker, Youth, OSO, SkillUp TANF, and SkillUp FNA. These are the approximate amounts and are not a guarantee as it depends on the amount of funds the WDBSE receives from the Office of Workforce Development and the Division of Social Services for PY27/FY28: The WDBSE combines WIOA AD/DW to the subcontractor, approximate amount $800,000.00-$850,000.00. WIOA Youth approximate amount $600,000.00-$650,000.00. TANF $150,000.00 and FNA $40,000.00 approximate amounts.

3. Is OSO funding additional to the service-delivery allocations or included within them? OSO funding is included in the subcontractors total budgets. OSO position/contract is supported by WIOA AD, WIOA DW, & WIOA Youth funds. OSO is not supported by SkillUp TANF or SkillUP FNA.

4. Please provide a sample calculation of the 5% profit cap, identifying the eligible cost base and exclusions. Salary, fringe, travel, staff development, postage, etc can have the 5% profit. Exclusions are all participant payments such as education (ITA), supportive services, work experience, etc.

5. What minimum spending percentages apply to training, Youth work experience, supportive services, or other participant activities? Participant expenditures must be between 35-40% of contract amount for each WIOA program. The WDBSE strives for a 60/40 split (60% operational and 40% participant). You can find the local WDBSE ITA policy, supportive service policy, OJT policy, and co-enrollment policy on the WDBSE website under the "Local Four Year Plan" for additional spending amounts on behalf of participants.

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6. Please identify the calculation base, allowable expenditures, and whether requirements apply separately to each program or contract. Participant expenditures must be between 35-40% of contract amount for each program/contract. The WDBSE strives for a 60/40 split (60% operational and 40% participant).

7. Please provide the current staffing structure by program. The staffing structure document link can be found on the home page of the WDBSE website, exhibit A.

8. Is there any rent obligations required or IFA? No, the WDBSE office takes care of rent and IFA agreements and this does not include the subcontractor.

9. Please provide current active participants, carry-in cases, follow-up cases There are two charts that can be found on the home page of the WDBSE website to show active WIOA participant numbers and the number of participants in follow-up for PY25 (7/1/25-6/30/26) & PY26 Q1 (7/26/26-9/30/26), see exhibit B. Annual referral volumes, and expected new enrollments by program and county. Annual referrals to WIOA AD/DW/Youth only during 1/1/26-9/30/26 was 216 for the region. New WIOA enrollments expected in PY27 (7/1/27-6/30/28) is as follows; WIOA combined AD/DW 110 and WIOA Youth 65. The WDBSE does not mandate new enrollments by county, however, WIOA is to serve all thirteen (13) counties.

10. What existing participant obligations will transfer to the selected provider? The selected provider will assume responsibility for servicing active WIOA & SkillUp participants and honoring existing program commitments, including approved Individual Training Accounts (ITAs), On-the-Job Training (OJT) agreements, work experience activities, supportive service commitments, and other authorized training or employment services. The WDBSE will provide available participant records and documentation of outstanding obligations to support a smooth transition and ensure continuity of services in accordance with WIOA & Skillup requirements, applicable funding guidelines, and Board policies.

11. Please clarify whether restrictions on subcontracting also affect training providers, participant transportation, payroll processing, background checks, or corporate HR/accounting support. May staff serve multiple programs with documented cost allocation? The awarded subcontractor is required to make sure training providers are eligible on the ETPL Missouri's Eligible Training Provider List (ETPL) | JobsMoGov and that all participant services are allowable under the program supporting the enrollment. The payroll processing and background checks are allowable. Staff can serve multiple programs with documented cost allocation.

12. Please provide the most recent two years of program performance and any unresolved monitoring findings the incoming provider would be expected to address. WIOA performance for PY23, PY24, & PY25 can be found on the WDBSE website under "Regional Sharing/One Stop Operator". There are no unresolved monitoring findings. The two most recent program monitoring's (PY24 & PY25) can be found on the home page of the WDBSE website, exhibit C.

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13. What transition activities are required before services begin? The WDBSE will coordinate a transition process with the outgoing and incoming subcontractor to ensure continuity of services. Required activities will include the transfer of participant program records, financial documentation, WDBSE equipment/property, outstanding participant obligations, staff coordination, system access, and applicable program procedures. The incoming subcontractor will receive orientation regarding WIOA requirements, local policies, performance expectations, fiscal controls, and One-Stop partner coordination. All transition activities will be completed in accordance with the Board's established timeline, applicable federal and state requirements, with minimal disruption to services.

14. Are recruitment, onboarding, staff training, system access, and other approved startup costs reimbursable? Yes, however, any costs incurred before 7/1/27, with be the responsibility of the incoming subcontractor. Any costs incurred after 7/1/27 will come from the contract amount awarded.

15. For grants that currently fund team members but fall outside the scope of the current RFPs, should those positions be reflected in the proposed budget, or should they only be addressed in the narrative? You should only reflect positions in the proposed budget and narrative that falls under WIOA, SkillUP & OSO as other funding is not guaranteed by the WDBSE or by the state of Missouri.

16. Additionally, is there any information available regarding the potential renewal or continuation of these grants? See section 11 page 17 of the RFP--- "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."

    See page 26 of the RFP- 13. E. "Initial subgrant agreements will be written for 12 months, beginning 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."

17. Page 19 of the RFP indicates the proposer's cover sheet should be page one of the proposal and also that the cover page does not count toward the page limit. If there is a specific cover page/sheet to be completed, please provide. Otherwise, our understanding is that we can create our own cover. You will create your own cover page.

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18. If the Required Federal and Missouri Forms regarding lobbying, conflict of interest, debarment suspension, and drug free workplace forms A-D listed on page 20 of RFP are required to be completed and returned with the proposal submission, please indicate where bidders can obtain these forms. Listed below is information that will assist with the forms---
    a. Lobbying-this is a standard certification that certifies an organization has not used federal appropriated funds to pay for lobbying activities. A sample certification has been placed on the WDBSE website, exhibit D.
    b. Conflict of Interest-this is a document used to ensure that the organization submitting a proposal discloses any relationships, financial interests, or personal connections that could affect the fairness or impartiality of the procurement process. A sample certification has been placed on the WDBSE website, exhibit D.
    c. Certification Regarding Debarment & Suspension-visit sam.gov for document assistance.
    d. Certification Regarding Drug Free Workplace-Visit Drug-Free Workplace Certification | U.S. Small Business Administration

19. Please confirm items throughout the RFP are considered requested attachments and therefore are excluded from the 12 page limit, including: Proposal package-total of up to 13 pages including a cover page.

    - organizational chart-part of the 12 page package
    - one-page narrative describing allocation of program funds-part of the 12 page package
    - letters from partners and references-is an attachment
    - audit-is an attachment
    - job descriptions-part of the 12 page package
    - Required Federal and Missouri Forms- is an attachment

20. What is the file size limit of your email inbox? Due to the size of our audit, if our proposal response exceeds that limit, may we send multiple emails labeled file 1 of X, 2 of X, etc.? The proposals@job4you.org email address can support 150mb (megabytes). However, should you encounter an error, you are allowed to submit multiple emails that are clearly labeled so we don't miss any information.

21. Our interpretation of the instructions on pages 19 and 20 is that the bidder's Proposal Response Package should encompass #5, #6, and #8 and that #7 is for informational purposes only and thus not an item bidders should respond to. Is that correct? That is correct, #7 is for informational purposes only.

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