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**REQUEST FOR PROPOSAL (RFP)**  
For  
**WIOA ONE-STOP OPERATOR SERVICES**

**Contract Period: July 1, 2025, through June 30, 2026**

**Submission Deadline: April 1, 2025\***



Rapides Workforce Development Board  
5610-B Coliseum Blvd.  
Alexandria, LA 71303

The Rapides Workforce Development Board is an Equal Opportunity Employer/Program.  
Auxiliary Aids and Services are available upon request for individuals with disabilities.  
LRS# 1-800-846-5277 (TDD) LRS# 1-800-947-5277 (Voice)

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## I. INTRODUCTION AND RFP PURPOSE

The Rapides Workforce Development Board (WDB) which serves Rapides Parish in central Louisiana, is seeking proposals from eligible and qualified individuals, organizations, or a consortium of eligible entities with the expertise and capacity to provide One-Stop Operator Services through the Rapides American Job Center.

The WDB desires a One-Stop Operator capable of providing a seamless system of services built on a "Service Integration" model that provides a variety of activities to better align, organize, and optimize workforce service delivery outcomes, creating one common customer path throughout multiple partner agencies and their programs.

The purpose of this RFP is to procure one (1) part-time contractor to serve as the One-Stop Operator in Rapides Parish. The Operator will provide coordination between the partners and service providers making up the workforce delivery system in Rapides Parish and will ensure compliance with Federal, State, and local policies. Refer to Section IV, Scope of Work for specific roles and responsibilities of the One-Stop Operator.

The One-Stop Operator, selected through this RFP, is expected to be familiar or become familiar with the WIOA Act (P.L. 113-128), WIOA Regulations, Issuances and Memos issued by the USDOL Employment and Training Administration (ETA), and the Louisiana Workforce Commission. After the contract has been awarded, the WDB will provide additional technical assistance to the contractor. Proposals shall sufficiently articulate the Respondent's plan of action to deliver the solicited services and demonstrate a successful performance track record of delivering the solicited (or comparable) services.

### A. Method of Solicitation

This Request for Proposal is a competitive solicitation method being used by the WDB to maximize the likelihood of selecting a high performing, extremely competent, One-Stop Operator.

Notice of the RFP will be published in the local newspaper in the region, and also may be accessed electronically through the Rapides Parish Police Jury Website, [Office of Economic and Workforce Development](#); Rapides American Job Center [Social Media](#); The National Association of Workforce Boards ([NAWB](#)) and may also be distributed via email to relevant organizations. Upon its release, the RFP and all accompanying attachments will be posted on The Rapides Parish Police Jury Website, Office of Economic and Workforce Development.

### B. Eligible Respondents

Proposals may be submitted by qualified individuals, organizations or entities (public, nonprofit, or private) or a consortium of entities (including a consortium of entities that, at a minimum, includes 3 or more of the one-stop system partners with demonstrated effectiveness, located in the local area, which may include:

- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools;
- an employment service State agency established under the Wagner Peyser Act (29 U.S.C. 49 et seq.) as amended by title III of WIOA;
- a community-based organization, nonprofit organization or workforce intermediaries;

- a private for-profit entity;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations serving Indians, or Native Hawaiian organizations (collectively referred to herein as "Indian Tribes");
- a government agency or governmental units, such as: local or county governments, school districts, State agencies, and Federal WIOA partners;
- Local workforce development boards, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA sec. 107(g)(2);
- another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

**Exception:** *Elementary schools and secondary schools shall not be eligible for designation or certification as one-stop operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.*

To be eligible, Respondents must be authorized to do business in Louisiana. Workforce development minded organizations or individuals with or without previous experience as a contractor are encouraged to submit proposals; however, only proposals from organization or individuals that can thoroughly demonstrate they have the ability to provide the required services will be accepted. Minority and women-owned and operated businesses are encouraged to submit a proposal.

No provider or entity may compete for funds if:

- The individual or entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental individual/organization;
- The individual or entity's previous contract(s) with the Rapides WDB or Rapides Parish Police Jury had been terminated for cause;
- The individual or entity has not complied with an official order to repay disallowed costs incurred during its conduct of services under any contract;
- The individual or entity or its parent organization have filed for bankruptcy during the past 7 years;
- The individual or entity has been convicted of a public entity crime pursuant to Louisiana or other state statutes;
- The individual or entity developed or drafted work requirements, or statements of work for this RFP.

### **C. Contract Term and Amount**

It is the intent of the WDB to award a single contract for the services identified herein.

The expected contract term under this solicitation will be from July 1, 2025, through June 30, 2026, provided measurable outcomes are successfully achieved and that sufficient funds for the contract term remain available. The WDB will have the option to renew the contract for up to three (3) additional one-year periods contingent upon successful performance and with Board approval as follows:

- Optional Renewal One – July 1, 2026, through June 30, 2027
- Optional Renewal Two – July 1, 2027, through June 30, 2028
- Optional Renewal Three – July 1, 2028, through June 30, 2029

Note: The option to renew is not guaranteed and the initial award of the contract does not imply an exercise of the option to renew.

An estimated total of up to \$24,000 for the period of July 1, 2025, through June 30, 2026, in WIOA Title I funding will be available for One-Stop Operator services. These funds will be used for staffing costs related to coordination and integration of all one-stop system partners, any travel or mileage related to partner coordination, etc. Office space, a computer, telephone, internet, and office supplies will be provided while the One-Stop Operator is in the Center location. Center operation costs such as staff salaries/benefits, rent, utilities, supplies, equipment, janitorial services, WIOA participant training and supportive service costs will be provided through funding sources managed by the WDB and other mandated partners.

Note: This amount is provided as a planning figure only and does not commit the WDB to award a contract for this amount. The Respondent is responsible for proposing a reasonable total cost for delivering the services described in this RFP. Funding during the contract period may be adjusted due to changes in WIOA Title I funding received.

#### **D. Contract Type**

The WDB contemplates payment under a cost-reimbursement basis, including performance-based provisions that will be based upon actual costs and performance delivery outcomes. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the contractor may not exceed (except at contractor's risk) unless the awarding party agrees to amend the contract and provide additional funds.

The WDB is responsible for ensuring that contracted costs are both necessary and reasonable. Provisions are made for limited movement of funding among line items. The contractor is required to maintain records sufficient to account for all expenditures. Costs will be reported monthly. No part of the work covered by this request is to be subcontracted. The expected performance delivery outcomes will be linked to Duties and Specific Tasks as detailed in Section IV. Scope of Work, and as determined and negotiated between the Board and the contractor.

For the purposes of responding to this RFP, Respondents should develop a line-item budget showing all expected costs associated with delivering the proposed services.

Due to the nature of the WDB's funding sources, potential changes in legislation and policies, and performance achieved, Respondents are advised that any contract awarded under this RFP may be modified to incorporate such changes, adjustments in the delivery system, or any activities provided.

## **II. PROCUREMENT PROCESS AND TIMELINE**

| Critical Date             | Procurement Action                                 |
|---------------------------|--|
| <b>February 28, 2025*</b> | RFP issued by WDB                                  |
| <b>March 12, 2025*</b>    | Deadline for questions/requests for clarifications |
| <b>March 14, 2025*</b>    | Bidder's Conference (Tentative)                    |
| <b>April 1, 2025*</b>     | Deadline for Proposal Submittal                    |
| <b>April 28-30, 2025*</b> | Evaluation Committee Review and Selection          |
| <b>May 15, 2025</b>       | Workforce Board approval (tentative)               |
| <b>June 9, 2025</b>       | Chief Elected Official Approval (Tentative)        |
| <b>June 9, 2025</b>       | Target date for contract execution                 |
| <b>July 1, 2025</b>       | Provision of services begin                        |

*\*Dates tentative and subject to change*

All times shown are Central Standard Time (CST). The WDB reserves the right to adjust the schedule when it is in the best interest of the Board or to extend any published deadline in this RFP upon notification to those who have submitted a Letter of Intent to Propose by the date and time specified.

#### **A. Questions and Requests for Clarification**

All questions/requests for clarification must be submitted and received in writing via email with the subject "LWDA61 OSO RFP" by 4:00 p.m. on March 12, 2025\*, to: [jdepril@cenlaworks.org](mailto:jdepril@cenlaworks.org)

The question-and-answer period allows proposers to obtain guidance on the scope and nature of the work required in this RFP and to ask technical questions concerning this solicitation. These questions will be asked via electronic mail ([jdepril@cenlaworks.org](mailto:jdepril@cenlaworks.org)). Verbal questions/requests for clarification shall not be accepted. Further, the WDB reserves the right to reject any or all requests for clarification in whole or in part.

Questions and requests for clarification that are received by LWDA 61 WDB by the deadline of, March 12, 2025\*, will be responded to either electronically, via email, and/or during a Bidder's Conference on March 14, 2025\*, at 10:00 am (tentative) to be held at the Rapides American Job Center (AJC), 5610-B Coliseum Blvd. Alexandria, LA 71303 or by electronic meeting.

To avoid actual or perceived conflict, or undue influence over the process, all Respondents are prohibited from contacting any WDB member, committee member, or staff (other than through the contact listed above) regarding this RFP. Contact with anyone for purposes of influencing the outcome of the procurement will result in disqualification of the prospective Respondent from this competitive procurement process.

## **B. Right To Cancel**

The WDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The WDB also reserves the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Louisiana Workforce Commission, this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

This RFP does not commit the WDB to accept any proposal, nor is the WDB responsible for any costs incurred by the Respondent in the preparation of responses to this RFP. The WDB reserves the right to reject any or all proposals, as it is deemed to be in the best interest of the WDB. The WDB reserves the right to negotiate with any respondent after proposals are reviewed, if such action is deemed to be in the best interest of the WDB.

## **C. Other Procurement Requirements**

All proposals will be reviewed for a perceived conflict of interest. Respondents will not offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization for the purpose of having an influencing effect toward their own proposal or any other proposal submitted.

No employee, officer, or agent of the WDB (including standing committees), Local Chief Elected Official(s), Fiscal Agent, or other individual/organization shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest or potential conflict would be involved.

Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a respondent's proposal to be rejected.

Pre-contract costs and costs of preparing the proposal are not allowable costs and cannot be included in the proposal budget nor in any resulting contract budget.

Respondents should be aware funding for WIOA programs is always subject to availability and other conditions. Funding for future periods may be changed significantly if appropriations for WIOA programs change or if demographics change within the State or local workforce area.

## **III. BACKGROUND INFORMATION**

### **A. Workforce Innovation and Opportunity Act (WIOA) of 2014**

The Workforce Innovation and Opportunity Act (WIOA) was signed into law by President Barack Obama on July 22, 2014, and was implemented on July 1, 2015. The WIOA superseded the Workforce Investment Act (WIA) and amended the Adult Education and Family Literacy Act, the Wagner-Peyser Act and the Rehabilitation Act of 1973.

WIOA will help jobseekers and workers access employment, education, training and support services to succeed in the labor market and match employers with skilled workers they need to compete in the global economy. Congress passed WIOA, the first legislation reform of the public workforce investment system in more than 15 years. In doing so, Congress reaffirmed the role of the One-Stop Center system, the cornerstone of the public workforce investment system and brought together and enhanced several key employment, education, and training programs. Individuals in Rapides Parish turn to these programs to obtain good jobs.

The main goals of WIOA are:

**Align Federal Investments to Support Job Seekers and Employers:** At the State level, WIOA established a unified strategic planning across “core” programs which include Wagner-Peyser Employment Service and Title I of the Rehabilitation Act programs.

**Strengthen the Governing Bodies that establish State, Regional and Local Workforce Development Priorities:** WIOA streamlines membership of business-led, state and local workforce development boards. The Act emphasizes the role of boards in coordinating and aligning workforce programs and adds funds to develop strategies to meet worker and employer needs.

**Help Employers Find Workers with the Necessary Skills:** WIOA emphasizes engaging employers across the workforce system to align training with needed skills and match employers with qualified workers. The Act adds flexibility at the local level to provide incumbent worker training and transitional jobs as allowable activities and promotes work-based training. The law also emphasizes training that leads to industry recognized post-secondary credentials.

**Align Goals and Increases Accountability and Information for Job Seekers and the Public:** WIOA aligns the performance indicators for core program and adds new ones related to services to employers and post-secondary credential attainment. Performance goals must reflect economic conditions and customer characteristics. It makes available data on training providers’ performance outcomes and requires third party evaluations of programs.

## **B. Resources**

Both WIOA and the regulations can be accessed on the U.S. Department of Labor’s site (<http://www.doleta.gov/WIOA>). The WDB has developed a regional Combined Plan that contains significant information about the integration of partners at the One-Stop Center comprehensive service delivery site, as well as labor market information about the area. Since the information is readily available to proposers, it will not be repeated in this RFP. The region combined plan may be accessed directly at <https://rppi.com/departments/office-of-economic-and-workforce-development-owed/>.

## **C. Governing Authority for local area**

The Rapides Parish Police Jury is the grant recipient of USDOL WIOA funds in Rapides Parish, the Local Workforce Development Area 61. According to the WIOA law and the policy of the Louisiana Workforce Commission, the Rapides Workforce Development Board was implemented and certified in December 2015. The regulations define the one-stop delivery system as consisting of



one or more comprehensive, physical One-Stop Centers in a local area that provide the core services specified in WIOA. Services of the One-Stop service delivery system are currently carried out by the comprehensive center, Rapides American Job Center, located at 5610-B Coliseum Blvd. in Alexandria, LA 71303.

The WDB is charged under WIOA, enacted in 2014, to oversee the workforce development system and to invest the region's federal and state workforce funds by forging partnerships that bring together the varied workforce development entities in our parish/region. Federally required WIOA partners in the One-Stop system include Higher Education, Vocational Rehabilitation, Adult Education, and Employment Services. Continuous labor market research and analysis help the WDB collaborate with partners to build a labor force and ensure a vibrant quality of life for our entire parish. The challenge and mission are to be alert to the needs of businesses and individual job seekers and address them in a mutually beneficial and efficient manner - examining data in new ways to reflect the change in our local economy and its evolving workforce.

The WDB, in coordination with the Chief Elected Official (The President of the Rapides Parish Police Jury), is seeking to establish and build a partnership with an individual, organization, or consortium which can demonstrate the ability to coordinate the workforce development system and integrate partner services and training in directed by the Rapides Workforce Development Board and CEO.

#### **D. American Job Centers**

Under the leadership of the WDB, the Rapides American Job Center is charged with assisting employers in recruiting and retaining employees, and helping individuals learn high-demand skills, find employment and progress their career opportunities.

Job seekers and employers have access to numerous workforce services through this center which include, but are not limited to the following:

##### **Job Seeker Services:**

- Career Planning and Counseling
- Job Search Assistance
- Job Referrals
- Specialized Assessments
- Resume Writing Assistance
- Training Funds

##### **Business Services:**

- Screening and Recruitment
- Job Matching
- Job Posting
- Workforce Data
- On-the-Job and Customized Training Funds
- On-site recruiting events and Job Fairs

#### **IV. SCOPE OF WORK**

The role of the One-Stop Operator is equivalent to a managing partner. In this role, the One-Stop Operator will be responsible for ensuring a seamless delivery of services from all partners. Certain workforce services are integrated into the framework of the one-stop service delivery system and are provided through partner agencies under various funding sources. This workforce system is characterized by three critical hallmarks of excellence:

- The needs of business and workers drive workforce solutions;
- One-Stop Center (or American Job Centers) provide excellent customer service to jobseekers and employers and focus on continuous improvement; and

- The workforce system supports strong regional economies and plays an active role in community and workforce development.

The One-Stop Operator’s job description has been defined as:

- Coordination of service delivery among partners and service providers
- Act as a liaison with the partners and WDB staff for training and development of service integration
- Market the One-Stop and its services
- Ensure each partner abides by their MOU addendum
- Recruit additional community partners providing needed services to job seekers
- Facilitate the sharing and maintenance of data
- Create continuous improvements methods reflective of the One-Stop delivery system as envisioned in ETA's Training and Employment Guidance Letter (TEGL) 4-15
- Create and maintain a Resource Guide
- Serve as a liaison to the community, partner agencies and employers for the Workforce System
- Review and maintain Eligible Training Provider List (ETPL) process and assess how they need to be updated to reflect changes

### Duties and Specific Tasks

Specific tasks to be performed by the Operator include but may not be limited to the following.

#### 1. Community/Partner Relations

- Establish and maintain key relationships with workforce partners.
- Coordinate with partners, the implementation of quality and continuous improvement principles within the system, including streamlining services and minimizing duplication.
- Partners' Meetings - Coordinate Quarterly Partners' Meetings, including, but not limited to, identifying and scheduling guest speakers, creating the agenda, communicating effectively to maintain partner participation; lead the meetings with a goal toward consensus building; complete tasks assigned at meetings and/or follow up as necessary.
- Ensure the appropriate delivery of workforce development services in accordance with all governing laws, statutes, regulations, guidance and policies.
- Facilitate capacity building within the system and with partner agencies.
- Promote adoption of creative and innovative methods and best practices in the delivery of the required services.
- Promote workforce programs within the communities concerning the workforce system services.
- Coordinate the development and implementation of a formal referral process for services within and outside of the Center(s), including minimum standards for referral, follow-up requirements, and documentation of referral outcomes.
- Work with One-Stop partners to continue to build and maintain a Resource Guide of relevant sources of assistance in the community to be used by One-Stop staff, jobseekers, and our partners.
- Ensure One-Stop partners are providing services in accordance with the WIOA regulations, State and local policies, and Memorandum of Understanding (MOU).
- Coordinate access to virtual resources when necessary to facilitate meetings and training.

- Development of Professional level Marketing Materials (e.g. Newsletter and brochures), to promote the One-Stop and its' Partner Services, for distribution to partners and public, to include collection of relevant information and maintenance of the recipient list and distribution

## 2. WDB Collaboration and Compliance

- Implement WDB strategic priorities and policy directives at the Center.
- Assist Board's outreach efforts and event coordination on behalf of the WDB.
- Serve as a community liaison to represent the goodwill of the One-Stop system.
- Generate monthly invoices for expenses under contract.
- Advise and assist the Board on all items relevant to One-Stop, as required by WIOA.
- Assist the Center and partners in meeting and exceeding federal, state and local performance measures by facilitating the integration of services so as to promote and support successful participation by jobseekers.
- Perform continuous improvement activities to achieve high level service quality and exceptional customer service.
- Participate in regular meetings with the WDB Director to review contract terms, processes, performance data and results of internal quality assurance monitoring reporting and corrective action efforts.

Further, it is the One-Stop Operator's responsibility to ensure non-discrimination as to assure customers' have an equal opportunity to access programs and services administered by the WDB. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with programs on the basis of race, color, religion, sex, national origin, disability, age, political affiliation, marital status, and/or sexual orientation, and each customer shall have such rights as are available under any Federal, State, or local law prohibiting discrimination.

### **A. Service Model**

The provider selected under this RFP will be expected to continue to develop and enhance the workforce development system of Rapides Parish by focusing on a fully coordinated and integrated customer service strategy. The goal is to create a "single point of contact" model that is market driven and offers value-added services to our employer and job seeker customers. The focus of services will be driven by four (4) key points:

- Providing exceptional customer service;
- Meeting the needs of business and workers;
- Program integration to provide seamless access, increase service accessibility, leverage resources; and
- Accountability.

This model requires collaboration - people coming in the doors are "shared customers" of the One-Stop System partners. The intent is to have integrated customer service teams that support the customer flow, with staff from different programs working together to complete the work of the team. Services and staff resources should not be separated in silos by funding stream or program.

### **B. Center Location and Hours of Operation**

The comprehensive One-Stop Center, the Rapides American Job Center, is open Monday through Friday from 8:00am until 4:30pm. The WDB follows the holidays of Rapides Parish.

Current Center Location:

**Rapides American Job Center**

5610-B Coliseum Blvd.  
 Alexandria, LA 71303  
 (318) 767-6030

**C. Program Goals and Outcomes**

The WDB has established certain goals for the workforce programs in Rapides Parish. As the One-Stop Operator will be a major part of the workforce system, it is anticipated that the Operator will be a major contributor in the achievement of long-term goals for the system.

The Center will focus on improving performance for Adult, Dislocated Workers, and Youth programs by maintaining a high level of total registered customers receiving career services and occupational skills training, as well as maintaining high quality services to businesses.

The program performance is established through negotiations between the WDB and the Louisiana Workforce Commission at the beginning of each program year (July 1). These are the performance measures used in measuring the One-Stop Center's effectiveness. Therefore, the One-Stop Operator will share in those performance measures.

Some measures have not yet been implemented but will be added to the One-Stop Operator's performance as they are added to the performance of the WDB.

Below is a chart showing PY2023 Performance Goals negotiated with Louisiana Workforce Commission.

| Performance Measure                                    | Adult       | DW         | Youth      | Wagner-Peyser |
|--|-------------|------------|------------|---------------|
| Entered Employment Rate 2 <sup>nd</sup> Qtr after Exit | 81.6%       | 77.8%      | 72.0%      | 56.0%         |
| Entered Employment Rate 4 <sup>th</sup> Qtr after Exit | 76.0%       | 68.0%      | 76.3%      | 57.0%         |
| Median Earnings 2 <sup>nd</sup> Qtr after Exit         | \$10,000.00 | \$9,500.00 | \$2,800.00 | \$5,000.00    |
| Credential Attainment Rate                             | 84.6%       | 87.0%      | 55.9%      |               |
| Measurable Skill Gains Attainment                      | 81.0%       | 72.0%      | 50.5%      |               |

## V. PROPOSAL INSTRUCTIONS AND OUTLINE

### A. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

- 1) One (1) signed original of the proposal should be submitted. The original **MUST** be submitted in a sealed envelope with the **proposer's name** and the words **Proposal for One-Stop Operator Services** written on the exterior envelope.
- 2) When completed, the proposal must contain the following elements:
  - Cover page
  - Abstract/Executive Summary
  - Narrative sections (described in the application packet)
  - Budget forms
  - Certification and Signature section
  - All pages must be numbered
  - Cover page must be page #1
  - Use 12 point font
- 3) Proposals are limited to 20 pages. Attachments and required forms are not included in this page count. Each section of the narrative must be clearly identifiable.
- 4) Proposal packet must be presented in the same order as set forth in these instructions.
- 5) The **original proposal** must be manually **signed in blue ink** by an official authorized to represent and bind the proposing agency.
- 6) Respondents must demonstrate a general understanding of the services solicited by this RFP and the ability to effectively and efficiently manage and deliver those requested services.
- 7) The completed proposal must be submitted to the location and within the time limits as shown in the RFP package.
- 8) Submitting a proposal will constitute a legal, binding offer for a period of not less than 90 days from the date of submitting the proposal
- 9) Submitting a proposal will constitute a legal, binding offer for a period of not less than 90 days from the date of submitting the proposal.
- 10) All proposals, once received, become the property of the WDB and will be a matter of public record.
- 11) Please note the established deadline for receipt of proposals is **April 1, 2025\* at 4:00 pm.**

## B. Proposal Outline and Format

### 1) Cover Page

Complete the requested information on the Cover Page Form (Attachment A) and include it as page number 1 on the proposal. Cover Page will be included as part of the page count.

### 2) Abstract/Executive Summary (4 page maximum)

- a. Provide a description of your organization.
- b. Demonstrate an understanding of the workforce development system in Louisiana.
- c. Outline key organizational achievements within the past three (3) years.
- d. Briefly describe why you(r)/ organization is seeking award of this RFP and any unique or innovative aspects that may set your response apart from others.

### 3) Narrative

- a. Experience and Qualifications including Organizational Capacity (4 page maximum)  
Describe your organization's experience and qualifications to serve as the One-Stop Operator, as outlined in the Scope of Work. Describe all experience you have related to WIA/WIOA or other Federal or State programs and legislation. Describe your experience in delivering similar programs and services, including any relevant data.  
(Maximum of 15 points)
- b. Service Strategy for Community Partner Relations (4 page maximum)  
Outline strategies for how you intend to carry out the tasks described under Community Partner Relations in the Scope of Work. Explain how you will connect with partner agencies (including the WIOA Core Partners: WIOA Title I programs, Wagner Peyser, Adult Education and Vocational Rehabilitation) to ensure appropriate coordination of services. Discuss how you will convene partners and ensure cross-agency training and integration of programs and services into a seamless delivery system.  
(Maximum of 35 points)
- c. Service Strategy for WDB Collaboration and Compliance (4 page maximum)  
Outline strategies for how you intend to carry out the tasks described under WDB Collaboration and Compliance in the Scope of Work. Include any experience reading, interpreting and following Federal, State or local policy and procedures. Describe strategies to increase outreach efforts to businesses and community stakeholders. Describe strategies to provide guidance and technical assistance to WDB and partners in order to meet or exceed program performance goals and outcomes.  
(Maximum of 35 points)
- d. Budget (Included as part of the page count)  
Complete the requested information on the Budget Form (Attachment B) and include it as the next page after the narrative pages referenced in "a" through "c" above. The budget should be presented for the period of time shown in Section I. C. of this RFP.

In preparing the budget, the Respondent should take into consideration the WDB will directly pay for all Rapides American Job Center costs which includes: staff

salary/benefits/travel, rent, utilities, telephone, internet, janitorial services, supplies, equipment, maintenance, and direct WIOA participant costs such as training and supportive service costs. Therefore, Respondents should not include costs for such expenses in the budget submitted with the proposal.

Respondents should be aware that the contract issued will be a cost reimbursement contract. The contractor will be required to submit an invoice accompanied by the appropriate documentation in order to receive reimbursement for costs. This may include copies of paid invoices, check registers, payroll and benefit records, and similar documents. Additionally, a monthly narrative of the accomplishments, challenges, and next month's objectives must accompany the invoice.

(Maximum of 15 points)

e. Budget Narrative (2 page maximum)

Provide a budget narrative that justifies each proposed expense included on the budget form in terms of being necessary, allowable and reasonable. Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. (Note: In-kind contributions are not required under this solicitation nor will it affect the points for the budget.) Describe how you will financially support the costs of doing business until an invoice can be submitted and paid by the WDB. No advance payment will be made. Indirect costs can only be charged to the contract if an approved indirect cost plan is included with the budget.

f. Mandatory Additional Attachments (Not included in the page count)

- Assurances and Certifications (Attachment C)
- Certification Regarding Debarment/Suspension (Attachment D)

## **VI. EVALUATION, SELECTION AND AWARD PROCESS**

### **A. Evaluation Process**

Proposals selected for review will be evaluated according to criteria set forth in this proposal package. Proposals will be evaluated by a committee which may consist of members of the WDB (including standing committees). Proposals will be evaluated by impartial evaluators and scored using evaluation criteria. The evaluation committee will make recommendations to the full Board.

Prospective providers may be invited to make oral presentation and/or explain their proposals.

The evaluation committee will only review proposals for programs that include the services requested in the RFP package. Respondents may include additional services as part of the proposal, but the proposal must, at a minimum, contain the services that are specifically requested in the RFP.

No employee, officer, or agent of the WDB, Local Elected Officials, Standing Committees, or other organizations shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.

The proposals that are received will be made available, upon request, to the public. However, the proposals will be made available only after the WDB has made the award to a respondent and the protest period has begun.

Proposals received subsequent to the deadline will not be reviewed and considered for funding. The signature page must be completed and signed by proper authority or the proposal will not be considered.

Evaluation Criteria

The following criteria will be used to evaluate all proposals. The evaluators will award some, all, or none of the points that are shown for each evaluation item. The total maximum points that can be awarded are 100.

| Evaluation Item   | Maximum Points |
|---|----------------|
| <b>Format and Completeness:</b> Up to 10 points may be deducted if the proposal submitted does not follow the prescribed format or if other forms are not satisfactorily completed. | 0              |
| <b>Experience/Qualifications of the Proposed One-Stop Operator</b>  | 15             |
| <b>Service Strategy for Community Partner Relations</b>   | 35             |
| <b>Service Strategy for WDB Collaboration and Compliance</b>  | 35             |
| <b>Budget</b>   | 15             |
| <b>Totals</b>   | 100            |

All proposals will be evaluated on the basis of cost-effectiveness in relation to high quality service delivery. Respondents are therefore encouraged to thoroughly describe and justify the proposed costs. An analysis will be conducted to ensure the proposed costs are necessary, fair and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is no duplication of costs with other programs; to ensure the costs are directly associated with carrying out the proposed services; and to ensure the proposed costs will benefit the workforce development delivery system.

**B. Selection**

The WDB will make the final decision on the award of a contract, based on consideration of the recommendation made by the evaluation committee and in concurrence with the Chief Elected Official of Rapides Parish. Each proposer will be notified of the outcome of their proposal. This notice will be provided when the final decision has been made regarding award



of a contract. This notice will be provided to each proposer within three (3) working days of the award of a contract and may be provided via email, fax, or by regular mail. The selected respondent must possess the demonstrated ability to perform successfully under the terms and conditions of a proposed contract prior to the contract being executed. Determinations of demonstrated performance shall take into consideration such matters as to whether the respondent has:

- Adequate financial resources or the ability to obtain them
- Ability to meet the RFP design specifications at a reasonable cost, as well as the ability to meet performance goals
- Satisfactory record of past performance in delivering the proposed or similar services
- Ability to prioritize and provide services and/or a program that can meet the need identified
- Satisfactory record of integrity, business ethics and fiscal responsibility
- Necessary organization, accounting and operational controls
- Technical skills to perform the work
- Satisfactory record of collaborative efforts involving community and core partners

### **C. Contract Award**

A contract may be awarded based on proposals received, without discussion of such offers with the Respondents. Each proposal should, therefore, be submitted in the most favorable terms, from a price and technical standpoint the proposal can make. However, the evaluation team reserves the right to request additional data, oral discussion or presentation in support of written proposals.

Final award of a contract will be contingent upon:

- Successful negotiation of contract
- Acceptance by the Respondent of the contract terms and conditions
- Satisfactory verification of past performance and systems, where applicable
- Availability of funding

### **D. Appeal Procedure**

In accordance with applicable regulations, Respondents who are denied funding have the right to appeal. The following steps must be taken for organizations to appeal decisions:

- 1) Submit a letter within three (3) business days from the date of the notification of the contract award to the Chairperson of the WDB stating that an appeal to the contract award is being filed and the specific reasons for that appeal based on the criteria below:
  - a. Clear and substantial error or misstated facts by the review team upon which the decision was made by the Board
  - b. Unfair competition or conflict of interest in decision making process
  - c. Any illegal or improper act or violation of law
  - d. Other legal basis on grounds that may substantially alter the Board's decision

The Chairperson will review the appeal and respond within ten (10) business days.

- 2) In the event the WDB Chairperson's response is not satisfactory to the Respondent, an appeal to the Chief Elected Official may be requested. The request must be addressed in writing within fifteen (15) days from receipt of response from WDB's Chairperson to:

Rapides Workforce Development Board  
Attention: Chief Elected Official  
5610-B Coliseum Blvd.  
Alexandria, LA 71303

The appeal will be heard at a time set by the Chief Elected Official after consultation with legal counsel, as appropriate.

## **VII. CONDITIONS APPLICABLE TO ALL PROPOSALS**

This Request for Proposal does not commit or obligate WDB to award a contract, to commit any funds identified in this RFP document; to pay any costs incurred in the preparation or presentation of a proposal to this RFP; to pay for any costs incurred in advance of the execution of a contract; or to procure or contract for services or supplies.

Further, the WDB reserves the right to:

1. Accept or reject any or all proposals in whole or in part, which it considers to be in its best interest. No guarantees, expressed or implied, are made by WDB or its agents as to the availability of funds.
2. Change or waive any provisions set forth in this RFP.
3. Reject non-conforming proposals without review.
4. Waive informalities and minor irregularities in proposals received.
5. Negotiate any and all proposed terms, conditions, costs, staffing level, services/activities mix, and all other specifics.
6. Request additional data, technical or price revisions, or oral presentations in support of the written proposal.
7. Conduct a pre-award review that may include, but is not limited to, a review of the Respondent's record keeping procedures, management systems, accounting and administrative systems.
8. Change specifications and modify contracts as necessary to: (a) facilitate compliance with the legislation, regulations and policy directives, (b) manage funding, and (c) meet the needs of the customers.
9. End contract negotiations if acceptable progress, as determined by WDB, is not being made within a reasonable time frame.

By submission of this proposal, the Respondent certifies that in connection with this proposal:

- a. The fees or costs in the proposal have been arrived at independently without consultation, communication, or agreement with any other Respondent, or with any competitor for the purpose of restricting competition, as to any matter relating to such fees; and
- b. No attempt has been made or will be made by the Respondent to induce any other person or firm to submit a proposal for the purpose of limiting or restricting competition.

Each person signing the proposal certifies that:

- a. He/she is the person in the Respondent's organization legally responsible, within the organization, for the decision as to the prices or costs being offered and he/she has not participated in any action contrary to (a) and (b) above; or
- b. He/she is not the person in the Respondent's organization legally responsible, within the organization, for the decision as to the prices or costs being offered; however, that he/she has been duly authorized in writing, with a copy attached, to act as agent for the persons legally responsible for such decision, and certifies such persons have not participated, and will not participate, in any action contrary to (a) and (b) above.

No proposal will be considered if:

- a. The entity has been disbarred by an action of any governmental agency; or
- b. The entity has not complied with an official order of any agency a State or the United States Department of Labor to repay disallowed costs incurred during its conduct of projects or services; or
- c. The entity has any record of public entity crimes; or
- d. For any cause such as pending litigation or if the Respondent is determined irresponsible.

The Proposer agrees to abide by the requirements of the following nondiscrimination and equal opportunity provisions of the following laws, as applicable: Section 188 of the Workforce Innovation and Opportunity Act (WIOA) as amended, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States of participation in any WIOA Title I financially assisted program or activity, including Title VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Employment Opportunity Act of 1972, as amended; the Nontraditional Employment of Women Act of 1991, as amended; Federal Executive Order 11246; Section 504 of the Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; Americans with Disabilities Act of 1990, as amended; the Fair Housing Act of 1968, as amended, all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37.

Further, in accordance with the Civil Rights Statutes for the State of Louisiana, the Proposer assures that it will not discriminate in its employment practices and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by the Proposer, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of the contract.

## VIII. CONTRACT PROVISIONS

The following are examples of the contract provisions that will be included in the contract that will be developed as a result of this RFP. The exact text of the contract provisions may differ slightly from the examples shown.

**Contract Costs** – All costs that are approved in a contract must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and costs categories. If the contractor is a public entity or non-profit entity, the contract will not include a provision for profit. Profit margins with individuals and for-profit organizations may be negotiated. Profit margins must be reasonable and cannot be based on a percentage of actual costs.

The contract awarded under this RFP is subject to available funding. The WDB does not guarantee any minimum or maximum amount of work and/or dollar value associated with this procurement. The specific method of payment for services to be rendered will be set forth in the negotiated contract and will be contingent upon demonstration that the negotiated performance deliverables have been successfully accomplished.

**Contract Renewal and Extension** – The contract that results from this RFP may have a provision for extension. The terms and lengths of any extension will be established by the WDB and will be included in the contract provisions. All extensions must be documented in a modification to the contract. Each extension must be for not more than one year and a maximum of three extensions are permitted.

The contract will initially be written for a period of 12 months. Prior to the end of that 12-month period, an evaluation will be made of the performance of the Contractor to determine whether a contract extension may be granted. The performance of the initial contract will be measured from July 1, 2025 through June 30, 2026 and then annually according to the Program Year basis. Based upon that evaluation, an extension may be granted contingent upon established contract performance.

**Early Termination** – The contract that results from this RFP will have provisions for termination of the contract for failure to satisfactorily perform the tasks that are required. The contract that results from this RFP may also have provisions which allow the contract parties to cancel the contract at any time by providing advanced notice to other contract parties. The contract will also provide for termination of the contract for lack of funds.

**Modifications** – The contract will have a provision for modifying the contract. Modifications may be necessary to incorporate changes required by Federal or State laws and policies. Modifications may be necessary to increase funds to the Contractor if funds become available through other sources.

**Assignment and Subcontracting** – A part of the proposal evaluation is based upon the previous experience of the proposer and its staff. The contract will contain a provision that prohibits subcontracting or assigning the work to be performed to another entity.

**Indemnification** – The contract will include an indemnification clause which will state the Contractor shall indemnify and hold harmless the State of Louisiana/LWC, WIOA Administrative Entity/Fiscal Agency, Local Elected Officials, Rapides Workforce Development Board, its officers, agents and employees from liability of any nature and kind, including costs, expenses, and attorney fees, for or on account of any actions, claims, suits, and damages of any character whatsoever arising out of any negligent act or omission of the Contractor or any of its employees, agents, volunteers, subcontractors, or representatives.

**Dispute Resolution** – The contract will have a provision for dispute resolution. This provision will require the Contractor to use administrative processes and negotiation in attempting to resolve disputes arising from this contract. The contract will require the contractor to continue to provide services while the dispute process is ongoing.

**Audit Rights** – The contract will have a provision which will allow the Fiscal Agent, the State of Louisiana, the U.S. Department of Labor, the United States Comptroller General, and any of their duly authorized representatives, or other with statutory audit rights to perform audits after reasonable advanced notice to the Contractor at any time during the contract period or within three (3) years from the date of the final payment of the contract. At any time during normal business hours, and as often as the Fiscal Agent or any of the above parties may deem necessary, the Contractor shall make available to their duly authorized representatives for examination, all its records with respect to all matters covered by the contract. The Fiscal Agent, the State of Louisiana, the U.S. Department of Labor, the United States Comptroller General, any of their duly authorized representatives, shall have the authority to audit, examine, and make excerpts or transcripts from, any books, documents, papers, and records of the Contractor which are directly pertinent to the contract, including all contracts, invoices, materials, payrolls, personnel records, conditions of employment, and other data relating to all matters covered by the contract.

**Access to Records and Records Retention** – The contract will have a provision relating to Records Retention. That provision will require the Contractor to maintain all records pertinent to the contract, including financial, statistical, property, participant records, and supporting documentation. These records shall be preserved and made available to the Fiscal Agent and its agents for a period of three (3) years after the date of the final closeout of the contract. However, in the event of an audit, records shall be kept by the Contractor until the audit is completely resolved, even if it requires a retention period longer than 3 years. If the Contractor is unable to retain the necessary records for the required period, the Contractor will transfer such records to the Fiscal Agent. Such records shall be transmitted to the Fiscal Agent for acceptance in an orderly fashion with documents properly labeled and filed, and in an acceptable condition for storage.

**Performance** – The Contractor will be measured for performance of the contract. An evaluation will be conducted by the WDB to determine whether the contract measures have been met. The contract will be evaluated not less than on a semi-annual basis prior to the end of the contract period. This evaluation will determine whether the contract may be extended. Contract performance will be negotiated prior to the beginning of the contract and may include measures

relating to the following areas:

- Compliance with Board guidance and policies
- Convene partners and make progress toward integration of services
- Increase workforce recruiting/presentations and increasing number of employer-engaged with the workforce development system
- Improvement in customer service for both businesses and job seekers

**Copyrights and Rights to Data** – The contract will have a provision relating to Copyrights and Data. That provision requires Contractor to agree that the Fiscal Agent, State of Louisiana, and the U.S. Department of Labor shall have unlimited rights to any data first produced or delivered under the contract.

**DE obligations** – The contract that results from this RFP will contain clauses regarding availability of funds. Those clauses will allow the WDB to decrease or eliminate funding to the contractor if funding made available to the WDB is not sufficient to allow for full payment of the contract.

At the time the contract is written, the actual funding amounts provided to the workforce area may not be available. The contract may be modified prior to or subsequent to the July 1<sup>st</sup> start date of each contracted period to reflect changes that are necessary due to actual funding amounts received.

**Insurance** – There is not requirement that proof of insurance be submitted with the proposal, but evidence of insurance must be provided prior to beginning the performance of work under the contract. The Fiscal Agent requirements may include proof of the following as applicable: general liability coverage, insurance for motor vehicles used by employees of the contractor, workers compensation, and blanket bond coverage. The WDB will not be responsible for providing any type of insurance for the Contractor.

**EEO Requirements** – The Contractor will be required to comply with certain EEO requirements. No person in the United States shall be, on the grounds of race, color, religion, sex, sexual orientation, national origin, age, handicap, political affiliation, belief, or marital status be excluded from participation in, be denied benefits of, be subject to discrimination under, or be denied employment in the administration or in the connection with any program or activity funded in whole or part with funds made available under the agreement.

**Participant Grievances** – The contract will include a provision that requires the Contractor to adopt procedures for hearing and resolving grievances and complaints arising out of this contract, in conformity with the WDB's established policies.

**Duplicate Funding** – The contract will have a provision requiring the Contractor to agree that any Contractor's cost which is already allocated to other sources may not be included in the cost of the contract. The Contractor must inform the WDB if the Contractor applies for or receives funds which affect the cost or performance of work under this contract and how the Contractor plans to allocate duplicated funds. The WDB must have the right to renegotiate the contract relative to the changed costs.

**Compliance with Law** – In rendering the performance hereunder, the Contractor shall comply with the requirements of the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, with the regulations promulgated thereunder, and with the following:

- Applicable Federal Laws and appropriate OMB Circulars
- Laws of the State of Louisiana
- WIOA policies as adopted by the Louisiana Workforce Commission
- Local Laws
- Regional and Local Plan
- WDB policies and procedures
- U.S. Dept. of Labor statement 29 CFR 37.20 regarding the non-discrimination and Equal Opportunity provisions of the WIA of 1998 as reauthorized.

In the event of a conflict between such laws and regulations and the terms of this agreement, precedence shall be given to the laws and regulations.

**Reporting** – A monthly One-Stop Operator Narrative Report must accompany any requests for funds in order to demonstrate justification for payment of request. The items to be reported on a monthly basis may include:

- Accomplishments toward current objectives
- Challenges encountered or anticipated
- Objectives for the next month

The contract that results from this RFP may have additional requirements that the contractor make regular presentations to the WDB, Local Elected Officials, or similar groups. These reports may include information on customers, identified customer needs, services being provided for customers, employer needs, reports on progress that have been made on meeting the real time performance metrics, and similar types of information.

The Contractor will also be required to provide the WDB any narrative, statistical, and financial reports related to the elements of the contract in a format and timeframe determined by the WDB.

**Corrective Action** – This provision will describe notices to the Contractor, corrective action steps, corrective action plans, timeframes, and similar provisions.

**Patent Rights** – This provision will state that if products are produced under this contract to which a patent is granted, the patent rights shall belong to the WIOA Fiscal Agent, the State of Louisiana, and to the U.S. Department of Labor. This provision shall not apply to products produced by the Contractor other than this contract and which are used in the performance of the work required by this contract.

**Disallowed Costs** – The contract will have provisions that require the contractor to repay any expenditure that is found to be unallowable. The contract will have provisions requiring the contractor to remedy any deficiencies found in audits or monitoring reports prior to incurring additional expenditures or receiving additional funds.

**Other Contract Provisions** – The contract may have provisions which are not described in this RFP. Those provisions may be necessary due to applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or for other reasons.



Proposal Cover Sheet

Proposal # \_\_\_\_\_  
(Leave blank)

**Proposal for One-Stop Operator  
of the Rapides One-Stop  
July 1, 2025, through June 30, 2026**

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Proposing Organization: \_\_\_\_\_

Note: If proposing as a Consortium, identify the lead agency on this Cover Sheet and attach a listing of Consortium Entities and Contacts.

FEIN #: \_\_\_\_\_ DUNS # \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web address: \_\_\_\_\_

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Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

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Type of Organization:  Nonprofit  Governmental  Private for Profit  Community-Based

Special Consideration:  Minority  Veteran  Women -Owned Business (Check all that apply)

Total Funding Amount Requested for July1, 2017 through June 30, 2018: \_\_\_\_\_

Proposing Organization Authorized Signature: \_\_\_\_\_

Name:

Title:

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For WDB use only:

Date Proposal Received by WDB: \_\_\_\_\_ Time: \_\_\_\_\_

PROPOSED BUDGET

| Summary of Line Item Costs                                      |            |   |            |
|---|------------|---|------------|
|   | WIOA Funds | Proposer Contribution<br>(Not required) | Total Cost |
| <b>Personnel – Salaries (list positions)</b>                    |            |   |            |
| a)  |            |   |            |
| b)  |            |   |            |
|   |            |   |            |
|   |            |   |            |
| <b>Personnel – Fringe (list each fringe benefit separately)</b> |            |   |            |
| a)  |            |   |            |
| b)  |            |   |            |
| c)  |            |   |            |
| d)  |            |   |            |
| e)  |            |   |            |
|   |            |   |            |
|   |            |   |            |
| <b>Travel</b>   |            |   |            |
|   |            |   |            |
| <b>Telephone</b>  |            |   |            |
|   |            |   |            |
| <b>Supplies</b>   |            |   |            |
|   |            |   |            |
| <b>Other (Please list)</b>                                      |            |   |            |
| a)  |            |   |            |
| b)  |            |   |            |
| c)  |            |   |            |
|   |            |   |            |
|   |            |   |            |
| <b>Administrative, if applicable (Please list) *</b>            |            |   |            |
| a)  |            |   |            |
| b)  |            |   |            |
| c)  |            |   |            |
|   |            |   |            |
|   |            |   |            |
| <b>TOTAL COSTS</b>  | \$         |   | \$         |

\*Must be explained in Budget Narrative; should not exceed 3% of total contract cost

\*Date tentative and subject to change

**BUDGET NARRATIVE**

Describe and provide justification for each proposed expense on the budget: Summary of Line-Item Costs. All expenditures must be necessary, allowable, and reasonable. Add one additional page if necessary.

**ASSURANCES AND CERTIFICATIONS**

The following assurances and certifications will be made a part of any resulting contract from this solicitation and Respondents must agree to each item below.

1. The individual signing this proposal is authorized to submit the proposal on behalf of their agency/organization.
2. The Contractor assures and certifies that services funded through a contract with WDB shall be administered in full compliance with applicable federal, state and local laws, regulations and policies. 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 laws, including the Child Labor Law standard
3. The Contractor shall establish and maintain an auditable financial system, in accordance with recognized accounting practices, with the Act and Regulations, and with State and local requirements on fiscal and programmatic reports.
4. The Contractor must be able to demonstrate that they are fiscally solvent.
5. The Contractor certifies that it will provide a drug-free workplace, as required by Federal law.
6. Any representative/agent of the WDB who participates in the expenditure of WIOA funds shall perform his/her duties in a manner consistent with their obligations to the WDB and in accordance with sound business practices. In complying with these requirements, representatives/agents shall refrain from:
  - a. Solicitation or acceptance of gratuities, favors, or anything of monetary value, from contractors, potential contractors, or parties to sub-agreements.
  - b. Participation in awards or administration of contracts to firms in which the member, officer, staff or representatives/agent or his/her immediate family has a financial or other interest.
  - c. Any representative/agent, who is a paid consultant, or who has a relative who is a paid consultant (as defined in A.R.S. 38-502) for any provider which currently transacts business with the WDB is prohibited from participating in a decision process which may lead to the award of a contract involving such firm.

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Authorized Signature/Date

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Typed Name and Title

**CERTIFICATION REGARDING DEBARMENT/SUSPENSION**

This certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicated for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Name of Applicant Organization

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Name and Title of Authorized Representative

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Signature Date

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and believe, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employer of a Member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants and contracts under grants, loan, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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Name of Applicant Organization

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Signature of Certifying Official

**Rapides Workforce Development Board – LWDA 61 – Evaluation Committee  
Request for Proposals – One-Stop Operator  
Evaluation Review Criteria**

Name of Respondent: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Score (Circle one score in each block)

\*Comment required for any partially meets or doesn't meet criteria

| Evaluation Item (maximum 15 points)  |  | Meets<br>(5 Points) | Partially Meets<br>(2 Points) | Doesn't Meet<br>(0 Points) |
|--|--|---------------------|-------------------------------|----------------------------|
| <b>Experience/Qualifications of the Proposed One-Stop Operator</b>   |  |                     |                               |                            |
| 1. Did the respondent describe their organization, history, accomplishments, and years of business, etc?   |  | 5                   | 2                             | 0                          |
| Comments:  |  |                     |                               |                            |
| 2. Did the respondent describe past & current activities or programs administered and operated by the Respondent that demonstrates the capability to perform the duties in the RFP?  |  | 5                   | 2                             | 0                          |
| Comments:  |  |                     |                               |                            |
| 3. Did the respondent describe resources the organization brings to the workforce system that will assist in the coordination and delivery of services and how the organizations as a whole will support the workforce development system? |  | 5                   | 2                             | 0                          |
| Comments:  |  |                     |                               |                            |
| <b>Total:</b>  |  |                     |                               |                            |

| Evaluation Item (maximum 35 points)   |  | Meets<br>(5 Points) | Partially Meets<br>(2 Points) | Doesn't Meet<br>(0 Points) |
|---|--|---------------------|-------------------------------|----------------------------|
| <b>Service Strategy for Community Partner Relations</b>   |  |                     |                               |                            |
| 1. Did the respondent describe outreach and collaboration that will result in successful outcomes for the workforce development system?         |  | 5                   | 2                             | 0                          |
| Comments:   |  |                     |                               |                            |
| 2. Did the respondent describe what relationships, partnerships, and community group organizations that would be essential to outreach efforts? |  | 5                   | 2                             | 0                          |
| Comments:   |  |                     |                               |                            |
| 3. Did the respondent describe any plans for collaboration and innovation to build capacity within the system and partner agencies?             |  | 5                   | 2                             | 0                          |
| Comments:   |  |                     |                               |                            |
| 4. Did the respondent describe any effort to expand outreach that may result in increased use of the Center services by employers?              |  | 5                   | 2                             | 0                          |
| Comments:   |  |                     |                               |                            |
| 5. Did the respondent describe how they would create a Resource Guide and keep it maintained?   |  | 5                   | 2                             | 0                          |
| Comments:   |  |                     |                               |                            |
| 6. Did the respondent describe how they would accomplish cross-agency training?   |  | 5                   | 2                             | 0                          |

|  |   |   |   |
|--|---|---|---|
| Comments:  |   |   |   |
| 7. Did the respondent describe how they will ensure One-Stop partners are providing services according to WIOA regulations, policies, and our Memorandum of Understanding? | 5 | 2 | 0 |
| Comments:  |   |   |   |
| <b>Total:</b>  |   |   |   |

| Evaluation Item (maximum 35 points)  |  | Meets (5 Points) | Partially Meets (2 Points) | Doesn't Meet (0 Points) |
|--|--|------------------|----------------------------|-------------------------|
| <b>Service Strategy for WDB Collaboration and Compliance</b>   |  |                  |                            |                         |
| 1. Did the Respondent describe how they would implement continuous improvement activities?                                   |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 2. Did the respondent indicate how they would spread the Goodwill of the One-Stop System?                                    |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 3. Did the respondent explain their implementation strategy for the WDB priorities?  |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 4. Did the respondent describe how they would help the Center and partners meet and exceed their performance measures?       |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 5. Did the respondent describe how they would ensure the Eligible Training Provider list is kept up to date?                 |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 6. Did the respondent explain how they would increase the number of employers participating in the Cenla Work Ready Network? |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| 7. Did the respondent explain how they would coordinate access to virtual resources across the parish?                       |  | 5                | 2                          | 0                       |
| Comments:  |  |                  |                            |                         |
| <b>Total:</b>  |  |                  |                            |                         |

| Evaluation Item (maximum 15 points)   |  | Meets (5 Points) | Partially Meets (2 Points) | Doesn't Meet (0 Points) |
|---|--|------------------|----------------------------|-------------------------|
| <b>Budget</b>   |  |                  |                            |                         |
| 1. Did the respondent's budget fall within provided funding amounts?  |  | 5                | 2                          | 0                       |
| Comments:   |  |                  |                            |                         |
| 2. Did the respondent line-item budget correlate with proposed services and are necessary, fair and reasonable? |  | 5                | 2                          | 0                       |
| Comments:   |  |                  |                            |                         |
| 3. Did the respondent adequate explain administrative costs in the Budget Narrative?                            |  | 5                | 2                          | 0                       |
| Comments:   |  |                  |                            |                         |
| <b>Total:</b>   |  |                  |                            |                         |



**LWDA 61 Evaluation Review Results**

Name of Respondent Evaluated: \_\_\_\_\_

Total Points Awarded: \_\_\_\_\_

Experience/Qualifications of the Proposed One-Stop Operator \_\_\_\_\_

Service Strategy for Community Partner Relations \_\_\_\_\_

Service Strategy for WDB Collaboration and Compliance \_\_\_\_\_

Budget \_\_\_\_\_

Comments:

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I \_\_\_\_\_ (printed Name) reviewed the One-Stop Operator RFP from the above respondent and have evaluated the proposal independently and scored according to the RFP's evaluation criteria and selection process.

Evaluator's Name (Printed): \_\_\_\_\_

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_