



REQUEST FOR PROPOSALS

Overview & Instructions

WORKFORCE INNOVATION AND OPPORTUNITY ACT

Adult & Dislocated Worker Service Provider
Youth Service Provider
WorkSource Center Operator

Release Date:

March 2, 2026

Due Date:

April 1, 2026

5:00 PM PST

The Southwestern Oregon Workforce Investment Board (SOWIB) is an equal opportunity employer and provider of employment and training programs. Auxiliary aids and services are available upon request to persons with disabilities.

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SECTION I: GENERAL INFORMATION

PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The Southwestern Oregon Workforce Investment Board (SOWIB) is soliciting proposals from eligible applicants to perform the following functions for Coos, Curry, and Douglas counties:

- Deliver services under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult/Dislocated Worker program
- Deliver services under the Workforce Innovation and Opportunity Act (WIOA) Title I Youth program
- Serve as the One-Stop Operator

SOWIB will consider multiple contractors to serve counties individually based on the results of this procurement action. In order to properly compare proposals, all respondents, including those proposing to serve the entire area, must submit bids broken down by county. Additionally, respondents submitting one area-wide proposals will be asked to specify whether or not they would be willing to consider serving counties individually if the board elects to award contracts in that manner.

Example: Proposer A submits a bid for Counties 1, 2, and 3; they must indicate whether they would be open to accepting a contract to serve only Counties 1 and 2 if another organization is determined to be better suited to serve County 3.

Contracts resulting from this RFP are anticipated to begin July 1, 2026, and end June 30, 2027, with the option to be extended on a year-to-year basis, contingent upon future funding availability, contractors' satisfactory performance, and other factors.

All contractors selected as a result of this procurement action will be required to serve any active participants already enrolled in the WIOA Adult/Dislocated Worker and Youth programs as of June 30, 2026.

SOWIB strongly encourages any eligible entity with an interest to submit proposals. For any entity that has not previously contracted with SOWIB or performed services under WIOA, there will be training and support provided through any transition period that may occur.

ELIGIBLE APPLICANTS

The entities that are eligible to receive a contract to provide WIOA Adult/Dislocated Worker and Youth services, and perform the role of One-Stop Operator include:

- Institutions of higher education
- Community-based organizations

- Nonprofit organizations
- Private for-profit entities
- Government agencies
- Other interested organizations or entities, which may include a local chamber of commerce or other business organization, or a labor organization

ESTIMATED FUNDING LEVEL

2026-2027 ESTIMATED WIOA SERVICE PROVIDER FUNDING AVAILABILITY

| County | Adult | DW | Youth | TOTAL |
|---------------|------------------|------------------|------------------|--------------------|
| Coos | \$229,500 | \$91,800 | \$319,000 | \$640,300 |
| Curry | \$74,250 | \$29,700 | \$103,225 | \$207,175 |
| Douglas | \$371,250 | \$148,500 | \$516,025 | \$1,035,775 |
| TOTAL | \$675,000 | \$270,000 | \$938,250 | \$1,883,250 |

2026-2027 ESTIMATED WIOA ONE STOP OPERATOR FUNDING AVAILABILITY

| | |
|-----------------|--------------|
| \$29,700 | TOTAL |
|-----------------|--------------|

The above tables show the amount projected to be available for total contracts awarded through this RFP process for each of the three counties in the SOWIB local area. Actual funding awards will be determined with the successful proposer(s) during the contract negotiation period.

SCHEDULE FOR RFP SUBMISSION, REVIEW, AND AWARDS

RFP Released: March 2, 2026

Bidders Conference: March 9, 2026

Proposals Due: **April 1, 2026** (Must be received by 5:00 PM PST)

Evaluation Committee Review: April 2 – May 1, 2026

Evaluation Committee Recommendations Presented to Board: May 21, 2026

Contract Award Notifications: May 25, 2026

Contract Negotiations and Development: May 25 – June 30, 2026

Contract(s) Start Date: July 1, 2026

SOWIB reserves the right to make changes to the above timeline. Any changes will be posted on the SOWIB website: www.sowib.org. It is the responsibility of interested responders to check the website and stay apprised of any changes or updates to this solicitation.

SECTION II: BACKGROUND INFORMATION

SOWIB OVERVIEW

SOWIB was formed on July 1, 2015, for the purpose of accepting and utilizing federal and state funds to administer WIOA Title I programs for the Coos, Curry and Douglas County Local Workforce Development Area. Founded as a private non-profit organization and authorized pursuant to an inter-local agreement with the Coos, Curry, Douglas Consortium, its members are appointed by the Consortium.

With a 19-member board comprised of a majority of private business, along with economic development, education, labor and community action representatives, SOWIB works with community partners and others to formulate strategies for workforce development that meet the needs of business and help propel job seekers into family-sustaining employment.

AREA CHARACTERISTICS AND POPULATION DEMOGRAPHICS

Southwestern Oregon is characterized by its large rural area. It has geographic challenges (with boundaries of ocean on the west and mountains on the east), transportation obstacles, including large distances to the I-5 corridor and state highways subject to landslides and flooding, and higher than statewide average unemployment and high school dropout rates. Its economy has been in transition since its natural resource foundation

industries, such as fishing and timber, have been diminished by changes in supply and environmental regulation.

The labor force of Southwestern Oregon is representative of many rural Oregon areas, which tend to be older, have higher rates of unemployment, and have less formal education.

For additional information, please click the links below to see the most recently completed Community Needs Assessments for our area:

Coos & Curry Counties

<https://www.oregon.gov/oha/HPA/ANALYTICS/HospitalDocuments/2024%20CHNA%20Curry%20Health%20Network%20Curry%20General%20Hospital.pdf>

Douglas County

<https://www.ucancap.org/wp-content/uploads/2024/10/fy2023-ucan-annual-report.pdf>

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

In 2014, Congress voted to enact the Workforce Innovation and Opportunity Act (WIOA). The vision of WIOA is to achieve and maintain an integrated, job-driven workforce system that links our diverse, talented workforce to our nation's businesses and improves the quality of life for our citizens. The six main goals of WIOA are to:

- Increase access to education, training, and employment--particularly for people with barriers to employment
- Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts
- Promote improvement in the structure and delivery of services
- Increase the prosperity of workers and employers
- Reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance the productivity and competitiveness of the nation

WORKSOURCE OREGON

The cornerstone of the workforce investment system is a one-stop service delivery model that is designed to meet the needs of both job seekers and employers. This delivery system is the mechanism through which adult job seeker programs and services are integrated within each community. In Oregon, the one-stop system is referred to and branded under the name "WorkSource Oregon (WSO)."

All WSO centers must implement WSO Operational Standards, a statewide framework for workforce service delivery. These operational standards provide the minimum-level

content/services required to be available at all WSO centers, provide clarity about what WSO is at both the state and local levels, and what it offers.

In the SOWIB area, there are currently three WSO Centers:

| | | |
|---|--|---|
| WorkSource Coos 990 S. 2 nd St Coos Bay, OR 97420 | WorkSource Curry 16261 US 101 Brookings, OR 97415 | WorkSource Douglas 846 SE Pine St Roseburg, OR 97470 |
|---|--|---|

Entities selected as a result of this procurement will be required to, at minimum, co-locate and provide Adult/Dislocated Worker services and perform the Operator functions in the WSO Center(s) of the county or counties in which they are contracted to serve.

Bidders may elect to offer Youth services at a location outside of the WSO centers but must clearly articulate the additional facilities costs to be incurred in their proposed budgets and SOWIB will reserve the right to designate specific locations where Youth services must be provided at its sole discretion.

NEW EXPECTATIONS AND REQUIREMENTS

One-Stop Operator

Under WIOA, local workforce development boards are required to have a One-Stop Operator, which has been selected through a competitive procurement process. The Operator's role, further defined on pages 16-17 of this document, is to work with the local board to help ensure the integration of services within the one-stop centers, as well as management of the one-stop system MOU.

Staffing Structure and Levels

In an effort to increase efficiency and maximize the amount of WIOA resources put into direct participant costs, SOWIB is providing guidelines for appropriate frontline staffing structures for each WSO center. Entities are welcome to propose alternative staffing structures as long as any additional staff costs are clearly articulated in their proposed budgets.

| WorkSource Center | Adult/DW FTE | Youth FTE |
|--------------------------|---------------------|------------------|
| Coos | 1.0 – 2.0 | 1.0 – 2.0 |
| Curry | 0.5 – 1.0 | 0.5 |
| Douglas | 2.0 – 2.5 | 2.0 – 2.5 |

Additional personnel who may operate out of the centers include a program manager, frontline supervisor, and any individual responsible for performing functions associated with the One-Stop Operator role. For budgetary considerations, SOWIB is recommending

that those functions may be fulfilled by one individual, but respondents are welcome to propose alternatives.

Because we are asking that only personnel engaged in direct service provision be stationed at the WorkSource centers, SOWIB will not mandate that any contractor maintain administrative offices in every county that it proposes to serve.

SOWIB staff will be closely monitoring staffing levels to ensure that all counties in our area are appropriately served and will suspend or terminate contracts with any entity deemed unable to meet minimum staffing requirements.

Indirect/Admin Costs

Contractors will be reimbursed for allowable expenses for services rendered in accordance with SOWIB reimbursement policy and all applicable federal and state requirements. Required Federal Uniform Guidance regulations include:

- Mandates on disclosure of all potential conflicts of interest, past and present
- Guidance on the treatment of administrative and/or indirect costs
- Procurement procedures and processes
- Additional or revised monitoring requirements

WIOA Final Rules include specific requirements for administrative cost charges (whether charged directly or through an indirect cost pool). Under WIOA, accounting, personnel management, payroll, and administrative functions must be charged to administration. The costs of goods, services, and facilities required for these administrative functions must also be included in administrative costs. The Uniform Guidance includes executive-level staff in the indirect administrative pools.

SOWIB follows WIOA and Uniform Guidance and thus will reimburse for any staff supporting the contract but not providing direct participant services within the provider's negotiated indirect cost rate or the 10% de minimus rate. (20 CFR 683.215 and 2 CFR 200.414).

Program Per Participant Spending and Per Employer OJT Caps

SOWIB has policies aimed at ensuring the equitable distribution of resources among job seeker participants and employers.

For participants, the maximum amount to be spent on training, OJT, and supportive services for a single individual will be set at \$6,000. For businesses, we will monitor for reasonableness the number of OJTs with each business to ensure equity among our business customers.

In both cases, contracted service providers will be able to request written authorization for exceptions from the board, which will be evaluated on a case-by-case basis.

PERFORMANCE MEASURES & TRACKING

The U.S. Department of Labor has implemented the following performance measures for federal job training and employment programs under WIOA (specific numeric goals have not yet been determined):

- Percentage of program participants who are in unsubsidized employment during the second quarter after exit from the program
- Percentage of program participants who are in unsubsidized employment during the fourth quarter after exit from program
- Median earnings in unsubsidized employment
- Credential attainment
- Achieving measurable skill gains enrolled in an education or training program
- Effectiveness of core programs in serving employers

Specific targets for Program Year 2026 will be provided during contract negotiations.

All successful bidders will be required to use I-Trac, an internet-based system, to record and track all client activities and program services. Reports generated from I-Trac will be utilized to determine program performance by the service provider, SOWIB, and the State, therefore, knowledge of the system, accuracy, and timely entry of information are critical. System training will be facilitated through SOWIB, and it is the responsibility of contractors to ensure on-going staff expertise and cooperation.

In addition, upon request contractors are required to provide to SOWIB any and all additional documentation or information pertaining to WIOA Title I services, which will be used to evaluate performance outcomes, as well as program strengths and weaknesses.

SECTION III: PROGRAM COMPONENTS

OVERVIEW

This section of the RFP refers to the provision of services to eligible WIOA Title I Adult/Dislocated Worker and Youth participants, as well as the required role of One-Stop Operators. In addition to review of the information provided in this RFP, all bidders are encouraged to refer to any and all provisions outlined in WIOA itself (www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf) for complete definitions and detailed requirements of the legislation.

Organizations selected to provide Title I services through SOWIB will be responsible for working with all other one-stop partners and service providers within the area under

guidelines and rules established by SOWIB, the State of Oregon, and the U.S. Department of Labor. For the list of required WIOA one-stop partners please see WIOA sec.121 (b).

ADULT/DISLOCATED WORKER PROGRAM

Eligibility for Adult Program

Adults must meet the following eligibility criteria for the WIOA Adult Program:

- Legally entitled to work in the U.S
- Age 18 or older
- Selective Service Registration (individuals' sex-assigned male at birth, who are 18 or older and born on or after January 1, 1960) unless an exception is justified

WIOA mandates priority for individualized career and training services must be given to:

- Public assistance recipients
- Low-income individuals
- Individuals who are basic skills deficient

Veterans and other covered persons otherwise eligible for the WIOA Adult program are given priority for services according to the Jobs for Veterans Act. (JVA 2002) (20 CFR 1010)

Eligibility for Dislocated Worker Program

Dislocated workers must meet the following eligibility criteria for the WIOA Dislocated Worker Program:

- Legally entitled to work in the U.S.
- Age 16 or older
- Selective Service Registration (individuals' sex-assigned male at birth, who are 18 or older and born on or after January 1, 1960) unless an exception is justified
- One of the Dislocated Worker categories:
 - General dislocation.
 - Dislocation from facility closure/substantial layoff.
 - Self-employed dislocation.
 - Displaced homemaker.
 - Dislocated separating military service members.
 - Spouses of military service members.

Veterans and other covered persons who qualify for the Dislocated Worker Program are given priority for services according to the Jobs for Veterans Act.

Adult/Dislocated Worker Services

Career Services

Services providers must offer, in collaboration with WSO partners, at a minimum the following Career Services to eligible participants:

- Eligibility determination for Title I Adult and Dislocated Program services
- Outreach, intake, and orientation to the information and other service available through the one-stop delivery system
- Initial assessment of skill levels (including literacy, numeracy, and English language proficiency) aptitudes, abilities and supportive service needs, and barriers to employment
- Labor exchange services including job search and placement assistance
- Referrals to and coordination of activities with other programs and services within the one-stop delivery system
- Provision of workforce and labor market information
- Provision of performance and program cost information
- Provision of information on supportive services including referrals to those services
- Provision of information and assistance regarding filing claims for unemployment compensation
- Assistance in establishing eligibility for programs of financial aid assistance

Individualized Career Services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. Such services include:

- Comprehensive and specialized assessments of the skill levels and service needs
- Development of an individual employment plan
- Supportive services including information and coordination with community resources
- Career planning and individual and group counseling
- Short-term pre-vocational services
- Internships and work experiences that are linked to careers
- Workforce preparation activities
- Financial literacy services
- Access to internships, work experience, OJT
- Out of area job search
- English language acquisition and integrated education and training programs
- Follow-up services following job placement

Training Services

Training services, as defined by WIOA, may include:

- Occupational skills training
- On-the-Job Training (OJT)
- Incumbent worker training
- Workplace training
- Skills upgrading and retraining
- Entrepreneurial training
- Transitional jobs
- Job readiness training provided in combination with other training services
- Adult education and literacy activities provided concurrently or in combination with other training services
- Customized training conducted with businesses who will employ individuals upon successful completion

Service providers will be expected to adhere to federal, state, and SOWIB policies regarding training services.

Rapid Response

Rapid Response is a service delivered to businesses that have provided notification of a layoff or closure. Services vary depending on the type of layoff, the number of individuals affected, and the time made available to deliver services.

The following describes the sequence of Pre-Layoff/Rapid Response activities that may be provided to affected businesses and individuals. **Service providers may be required to participate in any or all of these activities:**

- Initial Notification of Layoff or Closure - The pre-layoff process begins when the Dislocated Worker Unit local or state liaison receives a formal WARN notice or similar information through informal channels (e.g., a phone call or newspaper article). State and local DW staff will make contact and share information of layoff/closure via phone or email with state or local partners.
- Initial On-Site Meeting with Company Representative and Worker Representative. The goal is to complete the investigation and be onsite with the company within 48 hours, where practical
- Transition Team – If time allows and staff are notified prior to the layoff or closure, a transition team should be established to assist in the delivery of re-employment/transitional services. The transition team should be comprised of:
 - Employer representative(s);
 - Employee representative(s);
 - Local and/or State Liaison(s);
 - Union representative and/or Labor Liaison (if applicable).

- Employee Survey - A survey of the workers is conducted to obtain their direct input concerning the types of services they would like to see made available.
- Employee Information Session - Ideally, members of the Local DW and/or the State DW Unit coordinate these sessions at the worksite.
- Pre-Layoff Services Planning - Information gathered from employees, company management, and the union (if applicable) will determine the plan for services to affected workers.
- Employer Feedback – Follow up

Additional Program Design Elements

In addition, SOWIB requires its service provider to:

- Leverage non-WIOA resources and partnerships that result in innovative, responsive and cohesive service delivery
- Align educational opportunities that lead to industry-recognized qualifications, skills, and credentials
- Focus on key populations with barriers who face significant challenges in obtaining living-wage jobs
- Provide ongoing and uninterrupted active case management for participants
- Assure placements are related to funded training activities
- Focus on placements within SOWIB’s targeted industries
 - Healthcare Services
 - Manufacturing
 - Trade, Transportation & Utilities
 - Leisure & Hospitality/Tourism
 - Childcare
 - Construction
 - Maritime
- Support sector partnership activities and entrepreneurial opportunities as defined by SOWIB
- Provide services within the WSO Centers
- Participate in WSO Operational Standards implementation and continuous improvement activities which include active participation in regular Local Leadership Team meetings

YOUTH PROGRAM

Eligibility for Out-of-School Youth (OSY)

- Ages 16-24 years old
- **AND** not attending any school
- **AND** low-income
- **AND** one or more defined barrier(s)
 - A school dropout;
 - A youth who is within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - A low-income individual with a school diploma who is basic skills-deficient or an English language learner;
 - A youth offender, homeless, pregnant or parenting;
 - A youth who has a disability;
 - A low-income individual requiring additional assistance to enter or complete an educational program or to secure or hold employment.

Eligibility for In-School Youth (ISY)

- Ages 14-21 years old
- **AND** attending school (as defined by state law)
- **AND** low-income (living in high-poverty area or free/reduced lunch)
- **AND** one or more defined barrier(s)
 - A youth who is basic skills deficient;
 - A youth who is an English language learner;
 - A youth offender; homeless; pregnant or parenting;
 - A youth with a disability; or
 - A youth requiring additional assistance to complete an educational program or to secure and hold employment.

Services

WIOA has identified 14 elements that are key to the professional development of young adults. All of these elements must be made available to any participant who requests the service. Of these 14 elements, 9 are required for all participants and 5 must be made available and utilized as needed.

Required Elements

- Career exploration
- Pre-employment training
- Re-engagement in education
- Comprehensive guidance and counseling
- Financial literacy
- Work experience
- Job search assistance
- Follow-up services
- Support services

Elements to be Offered as Needed

- Tutoring
- Occupations skills training (must result in an industry-recognized credential)_
- Contextualized education
- Leadership development
- Adult mentoring

Additional Program Design Elements

In addition, the SOWIB requires sub-recipients to:

- Provide innovative experiences that help young adults gain marketable skills
- Connect young adults with education and career choices
- Increase awareness of connections to various in demand industries and occupations
- Assist young adults in connecting with other resources and services as appropriate
- Provide a holistic approach to serving young adults that encompasses mental, physical, and social development
- Focus on youth development and prevention of detrimental risky behaviors
- Utilize best practices to support participant success
- Align, at the direction of SOWIB, with other youth-serving institutions or social service organizations to ease access, reduce duplication, close service gaps and promote collaboration
- Meet equal opportunity requirements for service delivery

ONE-STOP OPERATOR

A One-Stop Operator is the entity or consortium of entities that coordinates the service delivery of required one-stop partners and service providers. WIOA outlines the specific role of Operators, as well as those functions they cannot perform.

One-Stop Operator roles, to be performed at the direction of the Local Workforce Development Board, include:

- Managing daily operations, in tandem with the applicable state management staff, for the lease, utilities and other activities to support the center
- Managing partner responsibilities defined in the Memorandum of Understanding (MOU) among partners
- Managing hours of operation
- Managing services for individuals and businesses
- Ensuring that all required services are made available (orientations, labor market information, resource room, etc.)
- Implementing Local Workforce Development Board Policy
- Adhering to all federal and state regulations and policies, including ensuring the accessibility of centers for all individuals with disabilities
- Reporting to the Local Workforce Development Board on operations, performance and continuous improvement recommendations

In Oregon, Operators may also work with the local boards to co-convene and facilitate meetings of Local Leadership Teams and must be willing to promote WorkSource Oregon as the delivery mechanism through which the public workforce system functions.

Roles that **may not** be fulfilled by One-Stop Operators and that must remain the responsibility of the Local Workforce Development Board include:

- Developing, preparing and submitting local plans
- Managing or assisting in the competitive procurement process for selecting Operators
- Managing or terminating contracts for One-Stop Operators, Adult/Dislocated Worker service providers, or Youth service providers
- Negotiating performance measures or budgets

SOWIB is therefore seeking to partner with entities that are able to demonstrate the following characteristics:

- Provide inspirational, visionary, goal-driven leadership
- Possess adept communication skills
- Be flexible and a champion of innovation

- Work collaboratively to put the needs of the entire system before the needs of any one partner
- Act creatively to solve problems and develop solutions that help job seekers and business customers alike
- Be willing and able to work under the direction of SOWIB
- Be able to successfully perform the duties outlined in the contract and meet all required performance metrics

SECTION IV: SOLICITATION PROCESS AND TERMS

COMMUNICATION AND CLARIFICATION PROCEDURES

The SOWIB website (www.sowib.org) will be used as the primary mode of communication with potential bidders. Beginning March 1, 2026, interested parties can download the RFP Response Package, which will include the specific information requested and questions to be answered. At that time, a question-and-answer page will be available on the website and will be updated frequently through the date proposals are due. It is the bidders' responsibility to check the web page as necessary to stay connected and informed throughout the process.

RFP INQUIRIES, QUESTIONS AND ANSWERS

An entity interested in submitting a proposal may ask additional clarifying questions by providing them in writing to SOWIB staff via e-mail at RFP@sowib.org.

Questions will be accepted until 5:00 PM PST on March 25, 2026. To ensure that all potential bidders have access to the same information, questions submitted orally will not be answered. Answers to questions will be posted on the SOWIB website. It is the proposers' responsibility to check the website frequently to see the most recently updated Q & A page.

In order to avoid actual conflicts, the appearance of conflicts, or undue influence over the process, all potential bidders to this RFP are prohibited from contacting board members or staff for the Southwestern Oregon Workforce Investment Board and the Southwestern Oregon Workforce Consortium regarding this solicitation. **Violations may result in the rejection of the related proposal.**

PROPOSAL REVIEW AND EVALUATION PROCESS

Proposals will be screened for compliance with the federal and state WIOA requirements, as well as the specifications of this RFP through the following three-phase process:

Phase I: SOWIB staff will initially evaluate each proposal for technical compliance, with emphasis on completeness and ensuring that all required documents have been submitted.

Phase II: Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the Evaluation Committee.

Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guide for discussion and determination of recommendations. Note: The SOWIB retains the right to request additional information from any applicant or request oral presentations from applicants. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.

Phase III: The recommendations of the Evaluation Committee will be presented to the full SOWIB board for approval. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and the successful completion of contract negotiations.

PROPOSAL EVALUATION CRITERIA

The Evaluation Committee will evaluate each submitted proposal based on the following:

- | | |
|---|--------------|
| 1) Cover Page | (Pass/Fail) |
| 2) Proposal Checklist | (Pass/Fail) |
| 3) Proposal Summary | (Pass/Fail) |
| 4) Statement of Compliance Form | (Pass/Fail) |
| 5) Organizational Capacity | (50 points) |
| 6) Adult/Dislocated Worker Program Services | (50 points) |
| 7) Youth Program Services | (50 Points) |
| 8) Operator | (50 points) |
| 9) Program Cost and Budget | (100 points) |

The maximum number of points will be calculated based on the services proposed. Sections 1-4 will be evaluated on a pass/fail basis. Points will be awarded for responses to Sections 5-9. These sections ask proposers what they will do, how they will do it, how much it will cost, and how qualified they are to successfully carry out their proposal.

Current Service Providers will not be required to respond to Organizational Capacity as this information is currently evaluated through annual monitoring. Responses not completed for this reason will be awarded the maximum point value for this section.

Other than as stated above, all sections are required to be completed. Failure to complete all the sections to the satisfaction of SOWIB may eliminate the proposer from consideration.

For Section 5-8, scoring will be based on a review of proposals by the Evaluation Committee. Specific scoring elements are further broken down by section below and will be represented as a percentage for each section determined by the total points possible:

| ORGANIZATIONAL CAPACITY | Points |
|---|---------------|
| <i>Prior Experience Overseeing Workforce Programs</i> | 10 |
| <i>Qualifications of Executive/Administrative Staff</i> | 10 |
| <i>Demonstrated Ability to Partner</i> | 10 |
| <i>Leveraged/Matched Resources</i> | 10 |
| <i>Risk Assessment/Past Performance</i> | 10 |
| TOTAL | 50 |

| ADULT/DISLOCATED WORKER PROGRAM SERVICES | Points |
|--|---------------|
| <i>Qualifications of Program Staff</i> | 10 |
| <i>Delivery of Required and Other Program Services</i> | 10 |
| <i>Serving Populations with Barriers</i> | 5 |
| <i>Serving Business Customers</i> | 5 |
| <i>Experience/Plans for Working in Target Sectors</i> | 5 |
| <i>Innovation and Flexibility</i> | 5 |
| <i>Prior and Planned Community Outreach Efforts</i> | 10 |
| TOTAL | 50 |

| YOUTH PROGRAM SERVICES | Points |
|--|---------------|
| <i>Qualifications of Program Staff</i> | 10 |
| <i>Delivery of Required and Other Program Services</i> | 10 |
| <i>Serving Populations with Barriers</i> | 5 |
| <i>Serving Business Customers</i> | 5 |
| <i>Experience/Plans for Working in Target Sectors</i> | 5 |
| <i>Innovation and Flexibility</i> | 5 |
| <i>Prior and Planned Community Outreach Efforts</i> | 10 |
| TOTAL | 50 |

| ONE-STOP OPERATOR FUNCTIONS | Points |
|---|---------------|
| <i>Prior Experience Serving as a One-Stop Operator/Managing MOUs</i> | 10 |
| <i>Demonstrated Spirit of Collaboration and Adaptability</i> | 10 |
| <i>Experience with Functional and Fluid Lines of Supervision</i> | 10 |
| <i>Demonstrated Organizational Leadership</i> | 10 |
| <i>Ability to Manage Conflict Between Operator and Service Provider Roles</i> | 10 |
| TOTAL | 50 |

Section 9, **Program Cost and Budget**, will be scored objectively based on the percentage of dollars allocated to the following categories of direct participant costs:

- Occupational Skills Training
- On-the-Job Training
- Work Experience Participant Wages
- Supportive Services

Proposers will receive two (2) points for every percentage point allotted to those four line items.

Example: Proposer A submits a budget proposing to spend 25% of available funds on direct participant expenses; they will receive a score of 50 out of 100 on the Program Cost and Budget section. Proposer B submits a budget proposing to spend 35% of available funds on direct participant expenses; they will receive a score of 70 out of 100.

APPEALS AND DISPUTES

Any bidder who wishes to contest the award(s) of funding under this RFP must write to the SOWIB within 10 business days of the notice of funding award. SOWIB will issue a decision on appeals within 30 days of receipt.

Appeals may be made regarding the RFP process and whether SOWIB followed proper protocol based on the contents of this document, board policies, and state and federal requirements. Bidders may not appeal based on the scoring recommendations provided by the Evaluation Committee.

SOWIB encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written complaints should be addressed to:

Southwestern Oregon Workforce Investment Board
PO Box 415
Coos Bay, OR 97420

SECTION V: RFP RESPONSE INSTRUCTIONS

SUBMISSION REQUIREMENTS

All proposals must be received by SOWIB by **5:00 PM PST on April 1, 2026**. Proposals not received by this time will be automatically disqualified from competition - **no exceptions**.

ONLY electronic submissions will be accepted at RFP@sowib.org. **The emailed copy will serve as the formal proposal submittal.**

Submissions should be clearly identified by the Proposal Number in the Subject Line.

Proposals should be submitted as three (3) separate documents, clearly labeled with the Proposal Number and Name of the Organization – Document 1 -Proposal (which includes the Proposal Cover Page, Proposal Checklist, Executive Summary, Organizational Capacity and Program Services), Document 2 – Program Cost and Budget, Document 3 – Statement of Compliance Form.

Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.

Proposals are limited to the number of pages corresponding to each section.

Responses must follow the outline and use the forms provided in the RFP Response Package.

Letters of recommendation will not be accepted.

All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

Withdrawals

A submitted proposal may be withdrawn prior to the application due date. A written request to withdraw the proposal must be submitted to SOWIB. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of the SOWIB and may be subject to public disclosure according to the Freedom of Information Act.

SECTION VI: PROVISIONS & DISCLAIMERS

1. This RFP is for one year and is renewable at the discretion of the board.
2. SOWIB reserves the right to accept or reject any or all proposals received.
3. SOWIB reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit SOWIB to award a contract.
5. This RFP is for WIOA services and other related programs and funding streams which may become available to SOWIB during this funding period.
6. SOWIB may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
7. SOWIB may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most

favorable terms from a price and technical standpoint that the bidder can submit to SOWIB.

8. SOWIB reserves the right to request additional data or oral discussion or documentation in support of written offers.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to SOWIB and be subject to disclosure under the Freedom of Information Act.
11. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and SOWIB staff, and continued availability of WIOA funds.
12. Any changes to the WIOA program, performance measures, funding level, or board direction may result in a change in contracting. In such instances, SOWIB will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
13. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Oregon policies, and SOWIB policies and procedures.
14. Service providers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 2 CFR 200.
15. Service providers will be expected to adhere to SOWIB procedures to collect, verify, and submit required data as required and monthly invoices to SOWIB.
16. Additional funds received by SOWIB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of SOWIB.
17. SOWIB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of SOWIB, the services proposed are not needed, or the costs are higher than SOWIB finds reasonable in relation to the overall funds available, or if past management concerns lead SOWIB to believe that the bidder has undertaken more services than it can successfully provide.
18. SOWIB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
19. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by SOWIB staff. This site visit will establish, to SOWIB's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of SOWIB, that the bidder may not be able to fulfill contract expectations, SOWIB reserves the right not to enter into contract with the organization, regardless of SOWIB approval of the bidder's proposal.
20. SOWIB is required to abide by all WIOA legislation and regulations. Therefore, SOWIB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
21. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination

- under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
22. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
 23. Bidders must accept liability for all aspects of any WIOA program conducted under contract with SOWIB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
 24. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
 25. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records according to records retention policies and guidance.
 26. The contract award will not be final until SOWIB and the bidder have executed a mutually satisfactory contractual agreement. SOWIB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final SOWIB approval of the award and execution of a contractual agreement between the successful bidder and SOWIB. If no mutually satisfactory contractual agreement has been reached within 14 days of the expected contract start date with the initially selected entity, SOWIB reserves the right to seek alternative solutions to ensure the delivery of required services, including potentially entering into contract negotiations with one of the other bidders.
 27. SOWIB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
 28. SOWIB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
 29. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
 30. SOWIB reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
 31. SOWIB reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order or similar non-consequential errors.
 32. All contractors shall purchase annually an organization-wide audit according to the requirements of the Super Circular (2 CFR 200), as appropriate. .
 33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of SOWIB, the contractor will provide certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.

34. Applicants are advised that most documents in the possession of SOWIB are considered public records and subject to disclosure under the State of Oregon's Public Records Law.