



**Request For Proposals**

**For**

**Workforce Innovation and Opportunity Act  
Adult, Dislocated Worker, and Youth Services**

**Services to be Delivered  
July 1, 2025 – June 30, 2027  
1 year extension based upon performance**

**Estimated RFP Timeline of Events:**

<b>RFP Issue Date</b>	<b>March 12, 2025</b>
<b>Mandatory Letter of Intent Deadline</b>	<b>March 21, 2025 by 4:00 PM</b>
<b>Questions Due</b>	<b>March 21, 2025</b>
<b>Responses to Questions Posted</b>	<b>March 27, 2025</b>
<b>Proposals Due</b>	<b>April 23, 2025 by 4:00 PM</b>
<b>Board Recommendation</b>	<b>May 13, 2025</b>
<b>Estimated Contract Start Date</b>	<b>July 1, 2025</b>

Southern Indiana Works is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. The TDD/TTY number is 1-800-743-3333.

## Background and General Information

Southern Indiana Works (SIW) is a non-profit community-based organization that is a customer-focused, high performing leader in the implementation of talent development solutions for both individuals and employers. SIW's mission is to lead a robust talent development system and cultivate a skilled workforce that advances our community, economy, and quality of life. SIW's Board of Directors (Board) serves as the Local Workforce Development Board (LWDB) and is certified by the Governor of Indiana under the Workforce Innovation and Opportunity Act (WIOA). State and LWDBs serve as connectors between the U.S. Department of Labor (USDOL) and local American Job Centers (AJC) that deliver services to job seekers and employers. For more details about Southern Indiana Works see [www.soinworks.com](http://www.soinworks.com).

The Board is comprised of representatives of business and industry, organized labor, community-based organizations, and economic development and educational agencies. More than 50 percent of each LWDB's membership must be comprised of the business community. In addition, LWDBs are required to have representation from local community colleges and other training providers, as well as elected officials and workforce program leaders. This ensures that current skill needs of local businesses are communicated to relevant training programs. Board meetings are subject to Open Door Laws and are open to the public to attend.

The purpose of this Request for Proposal (RFP) is to solicit competitive proposals for the delivery of services under WIOA for Adult, Dislocated Worker, and Youth programs in the six-county region comprised of Clark, Crawford, Floyd, Harrison, Scott and Washington Counties in Indiana. The award will be made for a two-year contract with an option at the Board's discretion to extend an additional year. In addition, SIW represents a larger geographic footprint representative of 13 Kentucky/Indiana counties, in collaboration with KentuckianaWorks (Louisville, KY LWDB) to form one of the nation's first Bi-State Planning Regions under the USDOL.

SIW has four strategic priorities for the region's talent development system that align with WIOA:

**TALENT DEVELOPMENT** – To increase in-demand skills, credentialing, and/or degree attainment of our customers that meet the current and future needs of industries. Provide a path for living wage employment and career opportunities.

**ECONOMIC DEVELOPMENT** – To partner with local Economic Development Organizations and targeted Business and Industry Sector Partnerships to add value to area business attraction, expansion, and retention efforts. Contribute to solutions that generate community development through economic prosperity.

**NEXT-GEN TALENT** – To assist students and young adults with career exploration, experiences such as work-based learning, and engagement to complement attainment of a High School

diploma or equivalent, post-secondary education or training, and skill development to prepare the next generation of talent.

**CUSTOMER CENTRIC SYSTEM** – To operate a customer-focused, market responsive, high-performing talent development system. SIW’s WorkOne Career Center is our region’s American Job Center and hub of that system delivering employment, training, career, and business services daily.

Additional information on the SIW Strategic Organizational Plan and Regional WIOA Local Plan can be reviewed at <https://soinworks.com/about/workforce-development-board/#procurements-plans>.

The scope of work outlined in this RFP supports SIW’s mission and strategic priorities as follows:

- Assessment and identification of needs and barriers of jobseekers through SIW’s WorkOne Career Center and Talent Development System.
- Coordinate through the One-Stop Operator to integrate services with a consortium of partner organizations responsible for maintaining a comprehensive workforce development system to support and enhance talent development activities.
- Provide career and training services to adults and dislocated workers (age 18+) through SIW’s WorkOne Career Centers as defined in WIOA Regulations that align with in-demand occupation needs to ensure customers can attain self-sufficiency and meet employment and career goals. The target sectors of the region are construction, healthcare, hospitality, manufacturing, business and technology, and transportation and logistics.
- Provide services to program eligible youth (age 16-24) that include all 14 WIOA youth elements to assist them in achieving career success.

Bidders may submit proposals for any of the following under this RFP for all six counties of the workforce region:

- A. Adult and Dislocated Worker services
- B. Youth services
- C. Adult, Dislocated Worker and Youth services collectively.

SIW anticipates awarding one or more service provider contracts. SIW reserves the right to award contracts that provide the greatest opportunity for serving customer needs and that align with our other strategic talent development objectives in the region. The Board reserves the right to award either performance-based or cost reimbursement contracts to any of the selected bidders. SIW reserves the right to renegotiate the terms and conditions of any contract under this RFP.

Funding for these services will come from WIOA Title I formula allocations, awarded to the LWDB by the Indiana Department of Workforce Development (DWD). The following budget estimates are being provided for planning purposes:

<b>Funding Category for Service Provision</b>	<b>Amount</b>
WIOA Adult Planning Budget	\$290,000
WIOA Dislocated Worker Planning Budget	\$200,000
WIOA Youth Planning Budget	\$160,000
<b>Total Budget<sup>1</sup></b>	<b>\$650,000</b>

These amounts are the total estimated amounts that SIW may have for service provision to operate the WIOA Adult, Dislocated Worker, and Youth programs in PY'25.

SIW anticipates contracting with entities that are familiar with and have experience with service delivery of WIOA programs and the organization selected should demonstrate the following characteristics:

- Customer centric service delivery with the flexibility and ability to adapt to changing community's needs and SIW strategy;
- Creativity in the implementation of career and training services (talent development activities) and problem solving;
- Commitment to an integrated workforce development system and working in a team environment with multiple partner agencies and organizations;
- High quality leadership with sufficient support for local staff and ability to manage the day-to-day operation of SIW's WorkOne Career Center;
- Expertise in management and delivery of WIOA Title I services and/or other related other workforce development programs;
- Able to attract and retain staff with a commitment to professional development;
- Outcome oriented, with knowledge of and determination to meet and exceed performance measures; with the ability to manage participant data with accuracy and integrity; and
- Demonstration of fiscal responsibility and reliability.

SIW is charged under state policy to provide oversight, policy, monitoring, and assurance compliance for the local talent development system. The service provider is responsible for the delivery of integrated career and training services in the SIW WorkOne Career Centers and

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<sup>1</sup> This projected budget is based on the estimated allocation. Final budgets will be negotiated. SIW reserves the right to adjust budgets based on funds available.

maintaining operations in accordance with federal and state regulations, state and local policies, as well as aligning to state and local plans<sup>2</sup>.

SIW operates one comprehensive WorkOne (AJC) office in Floyd County, Indiana. The current hours of operation for the comprehensive center are 8:00AM-4:30PM Monday-Friday. Career Coaches provide services at neighborhood and partner locations in Crawford, Clark, Harrison, Scott, and Washington counties. The hours of operation at neighborhood locations vary but each location is typically staffed one or two days a week and by appointment.

#### Transition of Current (Carry-In) WIOA Customers

SIW is committed to a seamless continuation of services to existing customers without an undue interruption of services. Customers currently receiving services from an existing provider will continue to receive services from that provider if the provider is awarded a new contract through this RFP. Customers currently receiving services from an existing provider that does not receive a contract extension or new contract under this RFP will be smoothly transitioned to another provider. SIW will require new contractors to accept “carry-in” WIOA customers and to continue providing appropriate WIOA services.

#### WIOA Adult and Dislocated Worker Services

Career services include all WIOA Adult and Dislocated Worker funding for staff who provide Basic and Individualized services to customers. Career services include staff who serve job seekers working within the SIW WorkOne Career Centers, neighborhood locations, and partner sites.

### Required Program Design Elements

Bidders must clearly detail and describe how the organization will develop and implement career service activities in these required program design elements.

#### **1) Integrated Service Delivery**

- a) Describe the organization’s plan to integrate delivery of services with partner organization. Integrated service delivery braids relevant resources and services of all SIW WorkOne partners to seamlessly address the training and employment needs of customers in an individualized way.
- b) Define your understanding of the SIW integrated customer flow model under WIOA.
- c) Describe customer service strategies this integrated service model prioritizes, and results the model designed to achieve.
- d) Describe how your organization will support the full implementation of the SIW WorkOne Career Center brand identity in the region.

- 2) **Accessibility**– Describe the organization’s program plan to provide services to individuals who experience barriers to employment and increase outcomes for barriered populations.

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<sup>2</sup> State policies can be found at: <https://www.in.gov/dwd/compliance-policy/policy/active/> and local policies at: <https://soinworks.com/about/workforce-development-board/#procurements-plans>

- 3) **Innovative Design** – Describe the organization’s program plan to enhance and add value to the SIW WorkOne Career Center.
- 4) **Customer Engagement** – Describe the organization’s plan to engage new and returning customers.
- 5) **Interactive Workshops and Learning Labs** – Describe the organization’s program plan to deliver up to date, comprehensive career planning and exploration activities to serve groups of customers, and its ability to respond flexibly to customer requests for the development of additional group services.
- 6) **Technology** – Describe the organization’s program plan to continually increase career services staff knowledge, experience, and ability to utilize technology such as Artificial Intelligence to provide career and training services.
- 7) **Community Outreach** – Provide an outreach plan to engage jobseekers, especially the following populations: veterans, adult learners with basic skills needs, TANF recipients, dislocated workers, individuals with disabilities, re-entry or returning citizens, non-native English speaking, newcomers to America, unemployed, and underemployed.
- 8) **Work-Based Learning** – Provide a plan on how your organization will utilize work-based learning activities to promote skills development among customers.
- 9) **Career Pathways** – Describe clear career pathway models (and include a diagram as an attachment) showing what services will be provided and by whom for program participants, including education, training, employment, and provision of career coaching/case management services. Each customer receiving individualized career services must have a written career pathway plan that identifies specific steps and activities that will lead to placement into jobs or post-secondary education/training that align with the in-demand sectors identified in the region. Career pathway plans must provide clear advancement opportunities and transitions for customers.

### Basic Career Services

- Initial determinations about eligibility based on WIOA eligibility criteria.
- Offer career services as identified in WIOA Sec. 134(A)(i) (xi) and Rules and Regulations part 680.
- Assessment tools available in both self-serve and staff-assisted formats that help determine skill and literacy levels, interests, aptitudes, and supportive service needs.
- Self-directed and staff-guided job search assistance using current labor market information.
- Resources that help customers understand labor market demand across high growth industries and occupations.
- Access to job leads and open opportunities.
- Information about in-demand training, work-based learning (e.g., on-the-job training, internships, apprenticeships and more), education, and credentials in high-growth industries and occupations.

- Referrals to employment and supportive assistance offered by mandated and non-mandated partners.
- Assistance in accessing financial aid for training and post-secondary education.

### Individualized Career & Training Services

- Specialized assessment tools and diagnostic testing to determine skill and literacy levels, interests, aptitudes, and supportive service needs.
- Interviewing and in-person evaluation of customer's employment goals and barriers to employment.
- Connections to or issuance of resources that help customers access supportive services such as transportation assistance, interview and/or work clothing, and other appropriate assistance as needed and authorized.
- Individualized career coaching.
- Group career coaching.
- Individual Employment Plan (IEP) development.
- Job readiness training.
- Intrapersonal and/or professional development training (directly or through partners) to help build skills.
- Job Search essentials including resume, cover letter development assistance, professional social media profile (LinkedIn), job interview preparation, job search and job application strategies, professional networking, and among others.
- Information about in-demand training, work-based learning (e.g., on-the-job training, internships, apprenticeships and more), education, and credentials in high-growth industries and occupations.
- Occupational Training and information about how to access eligible training providers and programs.
- Referrals to employment and supportive assistance offered by mandated and non-mandated partners.
- Assistance in accessing financial aid for training and post-secondary education out-of-area job search assistance and relocation assistance.
- English language acquisition, integrated education and training programs, referrals to Adult Basic Education and High School Equivalency (HSE) preparation activities, or bridge programs, and connections to employment opportunities.
- Management of customer files including documentation of WIOA performance goal outcomes and case notes.
- Data management.
- Follow-up services to help support retention and career advancement.
- Sharing customer success stories and photographs for region-wide publications.

## Business Services

The selected bidder(s) must coordinate and integrate all service strategies to align with the business service team programming and activities. SIW currently manages business service activities directly, with staff employed directly by SIW or by the Indiana Department of Workforce Development. Activities of the business service team include but are not limited to recruitment, job fairs, layoff assistance, business incentives, labor market information, and human resource consulting.

## Youth Services

The selected bidder(s) coordinate services for WIOA-eligible youth. Youth are defined as the following:

- In-School Youth: Individuals who are 14-21 years of age, are currently in school, and are low-income, and have one or more barriers as defined under WIOA.
- Out-of-School Youth: Individuals who are age 16-24 and have dropped out of school, are not attending any school, and have one or more barriers as defined under WIOA.

The selected bidder(s) will ensure that WIOA Youth expenditures are aligned with the following requirements:

- A minimum of 75 percent of all WIOA youth program expenditures must be directed to out-of-school youth services.
- A minimum of 20 percent of funding should be used to support work experience for both in-school and out-of-school youth.

The selected bidder(s) will coordinate WIOA Title I Career Services for Youth including both direct provision and referral services made available for the 14 youth elements as follows:

- Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential. As appropriate, assure that in-school youth are appropriately engaged with the Jobs for America's Graduates (JAG) Program.
- Alternative secondary school services, or dropout recovery services, as appropriate.
- Paid and unpaid work experiences that have academic and occupational education as a component of the work experience, which may include the following types of work experiences: summer employment opportunities and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
- Occupational skills training, which includes priority consideration for training programs that lead to recognized post-secondary credentials that align with in-demand industry sectors or occupations in the local area involved.



- Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster.
- Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- Supportive services to address basic needs, including but not limited to transportation assistance, electronic devices for training and/or employment, and connections to community services.
- Adult mentoring for a duration of at least 12 months that may occur both during and after program participation.
- Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as well as referrals to counseling, as appropriate to the needs of the individual youth.
- Financial literacy education.
- Entrepreneurial skills training.
- Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services.
- Activities that help youth prepare for and transition to post-secondary education and training.
- Follow-up services for not less than 12 months after the completion of participation.
- Helping youth achieve their goals by connecting them to appropriate support services and resources needed for educational and employment success as detailed in their individual service strategy.
- Specialized assistance to address barriers such as housing/homelessness, pregnancy and parenting, mental health, addiction, or substance abuse, physical or learning disabilities.
- Sharing customer success stories and photographs for region-wide publications.

### In-School Youth Services

A minimum of 75 percent of all WIOA youth program expenditures must be directed to out-of-school youth services. The service provider may direct up to 25 percent of all WIOA youth program expenditures to in-school youth. Separate from WIOA, SIW utilizes Jobs for America's (JAG) as its primary model to serve in-school youth. SIW receives state funding to support its JAG programs. A separate contract will be issued to the SIW JAG Service Provider. SIW also supports in-school youth through additional state and philanthropic grants for career coaching, career exploration, modern youth apprenticeships, and SummerWorks. The successful bidder to this RFP will operate WIOA youth programs and services in all portions of the region and coordinate with the region's JAG service provider as well as SIW for other in-school youth programming.

### WIOA Performance Outcomes

The selected bidder(s) are expected to establish and maintain performance standards that:

- Assure that negotiated performance measures are met or exceeded,
- Promote accountability and transparency, and
- Maximize return on investment of federal resources.

The selected bidder(s) will utilize case management and federal reporting systems as required by the Indiana DWD, as well as data management systems required for any special grants. The selected bidder(s) will be required to support statewide efforts around implementation for any case management systems, and other data management portals, as well as take part in training about how to use the integrated system.

WIOA Performance measures are defined in the following chart:

<b>SIW Local Negotiated Levels of Performance</b>			
<b>PY 24 and PY 25</b>			
	<b>Adult</b>	<b>Dislocated Worker</b>	<b>Youth</b>
Employment 2Q	79.0%	76.4%	79.0%
Employment 4Q	79.6%	76.0%	81.4%
Median Earnings	\$8,000.00	\$9,110.00	\$5,000.00
Credential	72.8%	79.4%	70.0%
MSG	66.2%	67.0%	68.5%

## Proposal Narrative

All proposals must be received by Wednesday, April 23, 2025, no later than 4:00pm EST. Southern Indiana Works has the right to refuse any proposals submitted after the deadline.

A letter of intent to bid is due March 21, 2025, by 4:00pm EST please include what services provision your organization is intending to submit for contracting.

Southern Indiana Works delivers services in physical offices, partner locations, and virtually. Respondents to this RFP are asked to submit proposals to ensure all populations have access to services. Each respondent should develop a response inclusive of all service delivery models.

The proposal should be organized in the order in which the requirements are presented in this RFP, with a table of contents which cross-references the RFP requirements. Proposal narrative responses should address the specific questions and be written in a clear and concise manner. The Executive Summary and Proposal Narrative must be submitted in the following format:

- 8 ½" x 11" plain white paper
- One-inch margins on each side
- Minimum 12-point font
- Double spaced
- Sections and subsections labeled

- Number the pages of the proposal narrative consecutively in “Page x of x” format. Attachments need not be numbered.

Proposals should be assembled in the following order:

- Cover Sheet
- Table of Contents
- Executive Summary (No more than 1 page)
- Proposal Narrative (No more than 20pages – not including cover page or executive summary)
- Attachments
  - Attachment 1 – Budget & Narrative
  - Attachment 2 – Proposed Regional Organizational Service Provision Chart
  - Attachment 3 – Non-Collusion Affidavit
  - Attachment 4 – Assurances & Certifications Form
  - Attachment 5 – Proof of Non-Profit Status OR if For-profit provide Certificate of Good Standing
  - Attachment 6 – Audited Financial Statements
  - Attachment 7 –References (Minimum 3)

Southern Indiana Works is requesting bidders submit an electronic PDF copy of the proposal and attachments to Shilese Stover at [Shilese@soinworks.com](mailto:Shilese@soinworks.com). Proposals that are not delivered by the due date and time will not be reviewed.

Questions regarding this RFP may be submitted via email to [Shilese@soinworks.com](mailto:Shilese@soinworks.com) on or before March 21, 2025.

Southern Indiana Works may require selected bidders to attend oral interviews, participate in negotiations and rewrite their statements of work as agreed upon during negotiations.

Appeals/Complaints: Bidders have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Bidders wishing to make a formal appeal should do so in writing to: Craig White, Southern Indiana Works 2125 State St. Ste. #16 New Albany, IN 47150

## Proposal Narrative Sections

### Organizational Background and Qualifications (10 Points)

All bidders are instructed to provide the following information about the organization or, if a consortium of more than one organization, about each organization:

1. Bidders who are applying as a partnership must attach a fully executed MOU.
2. Provide a brief history of the organization including mission, vision, and other strategic priorities.

3. Describe your organization's qualifications related to the delivery of the required service components.
4. Include evidence in support of past performance derived from the organization's most recent audit and monitoring reports.
5. Provide an organizational chart for all those applicable to your proposal. Can be included as an attachment.
6. Identify all key members of your leadership team and provide a brief overview of how your organizational leadership will interact and partner with SIW.
7. Include staff experience and specialized workforce system knowledge. If your organization has not provided WIOA services, please provide the same information for programs that are comparable to the WIOA services you are proposing.
8. Specify grant recipient and fiscal agent role, and the organization's experience in managing Federal, State, and other public funds, and experience in fund accounting; and

### Past Performance History (10 Points)

All bidders are instructed to provide the following information about the organization or consortium's past performance outcomes, by providing specific examples and/or performance data for the past three years in the following areas:

1. Evidence of the organization's ability to meet WIOA and other grant program performance goals and objectives in delivering workforce services to customers.
2. Evidence of the organization's track record in recruiting customers eligible to receive services.
3. Evidence of the organization's success in using data entry systems to capture service delivery data, case notes, and documents in provision of workforce development services; and
4. Evidence of the organization's success in using performance data to drive service design and delivery for continuous program improvements.

### Staffing and Transition Plan (5 Points)

1. Describe how your organization will ensure that dedicated local staff are available and ready to provide services to SIW WorkOne customers on July 1, 2025.
2. Provide a staffing plan/model including reporting structure that includes all proposed staff. Describe the specific job expectations for each proposed staff member. Describe how your organization will ensure the SIW WorkOne center and neighborhood locations will maintain services during posted operating hours.
3. Describe how your local staff manager/supervisor will coordinate and interact with SIW leadership. Include how they will ensure integrated system expectations are met.
4. Describe your staff professional development plan to engage staff in gaining knowledge, skills, and abilities to better serve customers.

## WIOA Adult and Dislocated Worker Career and Training Services (30 Points)

Incorporate the Required Program Design Elements (Page 5) throughout this section. Each response should address the following (but not limited to):

1. Provide an overview of the services that will be provided to adults and dislocated workers. Your description should explain, in detail, basic and individual career services you intend to offer to customers. Provide as much detail as possible about the specific workshops, job readiness training, and other innovative career resources you propose offering to customers.
2. Describe your outreach and recruitment plan to reach adults and dislocated workers.
3. Explain how customers will be orientated to WIOA services. What is the process for assessment and enrollment of customers? List any assessment tools to be used and explain how the assessment results will be used to develop a service strategy for the customer. How will you identify barriers and assist customers in overcoming those barriers?
4. Describe case management and career planning services. Explain your approach to developing and managing a customer's career pathway plan.
5. What is your ratio of customers to case managers?
6. Discuss how you help customers make informed decisions about training services offered through WIOA, including: basic skills training, pre-vocational training, vocational training, post-secondary education, work-based learning, on-the-job training, internships, and other training opportunities that help customers achieve their career goals. What is your Work-based Learning strategy?
7. How will you work with workforce system partners? How will you expand the network of system partners?
8. Discuss job placement efforts for customers. How do you help customers identify and connect with employment opportunities? How will you work with the Business Service Team?
9. Describe your follow-up services after job placement. How do you help customers retain and advance along their career pathway?
10. Affirm your commitment to utilizing state-sanctioned collection systems such as Indiana Career Connect. Provide a description of your data collection, data validation, and data quality processes and how that helps meet the requirements of WIOA.

## WIOA Youth Services (if bidding on youth services) (30 Points)

Incorporate the Required Program Design Elements (Page 5) throughout this section. Each response should address the following (but not limited to):

1. Define the proposed number of youth to be served in each of the two categories (in-school youth and out-of-school youth).
2. Describe your outreach strategies to reach and engage eligible youth. How will you connect with youth? How will you connect with other youth serving organizations?

3. Describe your approach to the assessment process for youth enrolled in the program. Include the assessment tools used and their purpose. How will you identify barriers and support youth in addressing those barriers?
4. Describe your approach to developing individual service strategies for youth. How do you connect youth to education and training resources that help them achieve the goals outlined in their individual service strategy? How will you develop a career pathway plan with participants?
5. What types of training approaches and resources are you planning to utilize in your service approach? What is your Work-based Learning strategy?
6. Describe your approach to ensuring the 14 youth elements are available to youth. Include elements you plan to provide and elements that would be provided by partners. Identify partners to support your efforts on ensuring the youth program elements are available to youth enrolled in the program. How will you work with workforce development partners to serve youth in an integrated system? How will you expand the partner network?
7. Please share any innovative or unique services you plan to use in your approach to serving youth under WIOA.
8. Describe the types of employment resources you will provide to youth. Describe why these resources are appropriate for this population.
9. Describe how your organization plans to implement work experiences to ensure a minimum of 20 percent of funding is used to support work experience.

### Financial Management (5 Points)

1. Provide an overview of your administrative and fiscal management capabilities as they relate to your ability to carry out the services described.
2. Describe your experience with cost reimbursement contracts.
3. Describe your organization's previous experience administering federal, state, and private grants.
4. Describe how financial information be made available for monitoring and auditing purposes.
5. Has your organization had any questioned costs, disallowed costs or compliance monitoring findings in the last three years? If so, please describe how the issues have been resolved. Please provide a copy of your most recent audited financial statement.
6. If WIOA costs you incurred under this proposed contract were subsequently disallowed as a result of an audit or monitoring, does your organization have the capability to repay these funds from unrestricted resources? If so, please describe your capabilities.

## Budget Narrative<sup>3</sup> (10 Points)

1. Provide a line-item budget that breaks at such things as staffing, participant, and indirect cost, etc.
2. Provide a narrative that explains the line-item budget.

## Proposal Evaluation

Each proposal will be reviewed for completeness toward meeting the submittal guidelines. Proposals that are incomplete will not be evaluated further. Proposals will be scored according to the following matrix:

Proposal Evaluation Scoring Matrix	
Proposal Requirement	Total Points
Organization Background and Qualifications	10
Past Performance History	10
Staffing and Transition Plan	5
WIOA Adult & Dislocated Worker Career and Training Services	30
WIOA Youth Services (if applicable)	30
Financial Management	5
Budget and Budget Narrative	10
<b>Total</b>	<b>100</b>

## Regulations and Requirements

**RIGHT TO CANCEL:** Southern Indiana Works reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. Southern Indiana Works 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 Indiana Department of Workforce Development and/or any subsequent subawards will be changed to ensure compliance.

**AUDIT REQUIREMENTS:** The services delivered under this RFP are considered subrecipient services and will require the selected bidder to comply with audit requirements for federal funds. All bidders must submit a copy of the most recent independent audit and financial statements. Bidders must accept liability for all aspects of any WIOA program conducted under contract with the board. Bidders will be liable for any disallowed costs and legal expenditures of funds or program operations conducted under contract.

**TYPE OF CONTRACT:** Proposed costs will be analyzed, and a cost reimbursement contract will be negotiated with a demonstrated performance basis. Payment under a cost reimbursement contract will be based upon actual costs and performance delivery outcomes. For the purposes

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<sup>3</sup> All budget items must be allowable under state and federal policy for WIOA Title I expenditures.

of responding to this RFP, bidders will develop a line-item budget showing all expected costs associated with delivering the proposed services and a budget narrative explaining the costs. Bidders may not subcontract services described in this proposal without prior written consent.

**COMPLIANCE WITH WORKFORCE INNOVATION AND OPPORTUNITY ACT:** The selected bidder(s) are required to operate the Workforce Innovation and Opportunity Act (WIOA H.R. 803, Public Law 113-128) in accordance with all applicable current or future federal, state and local laws, rules, and regulations. As a condition to the award of financial assistance from the Department of Labor, under WIOA the selected bidder will assure that it will comply fully with the nondiscrimination and equal opportunity provisions of as follows: Specifically, recipients must comply with all nondiscrimination requirements in the administration and operation of programs, activities, and employment as provided by WIOA Section 188 and its implementing regulations under the 29 CFR Part 38 (Final Rule). The requirements apply to all programs and activities that are operated by One-Stop partners, as defined in WIOA section 121(b), as part of the One-Stop delivery system (the Southern Indiana Works system)



# Non-Collusion Affidavit

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Southern Indiana Works whereby it has paid or will pay to such other respondent or officer of employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting or the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

Notary Public

County of: \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_

## Assurances And Certifications

The authorized representative agrees to comply with all applicable State and Federal laws, regulations, and policies governing the Workforce Innovation Opportunity Act, Workforce Investment Boards, and any other applicable laws, regulations, and policies and directives (state and/or local). In addition, the authorized representative assures, certifies, and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug-free workplace will be maintained in accordance with the State of Indiana requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

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Signature of Authorized Representative

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Print or Type Name

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Date