



REQUEST FOR PROPOSALS

**LEASED SPACE: Wichita Workforce Center
UP TO APPROXIMATELY 19,000 to 30,000 SQUARE FEET**

**Available- September 24th, 2025
Closes- October 30th, 2025 @ 2 p.m. Central Time**

For Information Contact:

Chad Pettera
Procurement Officer
300 W Douglas
Suite 850
Wichita KS 67202
316-771-6602
chad@workforce-ks.com

**Workforce Alliance of South Central Kansas
Request for Proposals (RFP)
Leased Space**

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**Workforce Alliance of South Central Kansas
Request for Proposals (RFP)
Leased Space: Wichita Workforce Center**

I. Introduction

A. Purpose

The Workforce Alliance of South Central Kansas, Inc., (Workforce Alliance or WA) is issuing this Request for Proposals (RFP) for the purpose of securing leased space for the location of the Wichita Workforce Center. The Workforce Alliance is the current operator of the Wichita Workforce Center. The functions of the Wichita Workforce Center are performed by multiple agencies, with the Workforce Alliance being the entity that is responsible for the performance and outcomes of the workforce development system. The Workforce Alliance operates the current system through Memoranda of Understanding(s) or other legal agreements with multiple partner agencies.

B. Funding Sources

The primary funding source is the Workforce Innovation and Opportunity Act of 2014 passed into law July 22, 2014. The purpose of the Act is to provide workforce development activities through statewide and local workforce investment systems. These systems will increase the employment, retention and earnings of participants; and increase the attainment of occupational skills by participants, resulting in a qualified workforce which reduces welfare dependency, and enhances the productivity and competitiveness of the nation.

II. General Instructions

A. Request for Application

The Workforce Alliance is soliciting proposals from qualified entities to provide leased space for the Workforce Alliance to operate the Wichita Workforce Center. The purpose of this Request for Proposal (RFP) is to solicit proposals and provide general guidelines and procedures for submitting such a proposal. The individual(s) named below is the point of contact for this RFP.

Chad Pettera
chad@workforce-ks.com
Workforce Alliance of South Central Kansas
300 W Douglas
Suite 850
Wichita, KS 67202
(316) 771-6602 (voice) (316) 771-6690 (fax)

B. Submission of Proposals

1. WA must receive the proposal(s) via electronic delivery (email or drop box) no later than 12:00 P.M., Central Time, October 30, 2025. Notice of delivery or download ability must be received at admin@workforce-ks.com prior to deadline. Email attachments cannot exceed 10 mb. For proposals over 10 mb, WA recommends using a secure online file download service such as Dropbox. WA has

a Dropbox account if a proposer wishes to use WA's Dropbox account, please send an email to admin@workforce-ks.com to request access.

2. The cost of developing and submitting the proposal is entirely the responsibility of the proposer. This includes costs to determine the nature of engagement, preparation of the proposal, submitting the proposal, negotiating for the Contract and other costs associated with this Request for Proposal. All responses will become the property of the Workforce Alliance and will be a matter of public record subsequent to the award of the Contract or rejection of the bid.

C. Key Dates

September 24th, 2025 Central Time	RFP available for distribution
October 9 th , 2025 4:00 p.m. Central Time	Pre-Proposal Questions Due
October 14th, 2025 8:30 a.m. Central Time	Pre-Bid Conference
October 30th, 2025, 12:00 p.m. Central Time	Deadline for proposals to be received

D. General Information

Inquiries: All inquiries, written or verbal, shall be directed to the Workforce Alliance.

Chad Pettera
The Workforce Alliance of South Central Kansas
300 W Douglas, Suite 850
Wichita, Kansas 67202
Telephone: 316-771-6602
E-mail Address: chad@workforce-ks.com

Communication is prohibited between the proposers, its employees, representatives, or agents, and any Workforce Alliance employee, representative, or agent, other than as stated above, regarding this Request except with designated participants in attendance **ONLY DURING:**

Negotiations
Contract Signing
As otherwise specified in this Request.

Violations of this provision by the proposer or Workforce Alliance personnel may result in the rejection of the proposal.

Negotiated Procurement: Final evaluation and award is made by the Workforce Alliance.

Appearance Before Committee: Any, all, or no proposers may be required to appear before the Workforce Alliance to explain their understanding and approach to the project and/or respond to questions from the Workforce Alliance concerning the proposal. The Workforce Alliance reserves the right to request information from proposers as needed. If information is requested, the Workforce Alliance is not required to request the information of all proposers.

Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to the Workforce Alliance. Prior to a specified deadline for best and final offers, proposers may submit revisions to their proposals. No additional revisions shall be made after the specified deadline unless requested by the Workforce Alliance.

Meetings before the Workforce Alliance Board are subject to the Open Meetings Act.

Pre-proposal Conference - A pre-proposal conference will be held at 8:30 AM CDT on October 14th, 2025 at:

Wichita Workforce Center
2021 N Amidon, Suite 1100
Wichita, KS 67203
316-771-6600

Attendance is not required at the pre-proposal conference but is encouraged. Due to space limitations, proposers should attend with no more than two representatives.

The Workforce Alliance will address questions asked at the pre-proposal conference to the best of their abilities. Official responses will be provided in writing no later than close of business by October 17th, 2025. Official answers or positions of the Workforce Alliance of South Central Kansas would be those provided in writing. Questions with official responses will be posted at www.workforce-ks.com. It is the proposer's responsibility to review the information provided.

Failure to notify the Workforce Alliance of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of the Workforce Alliance. Any modification to this Request as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing and posted at www.workforce-ks.com. Only written communications are binding. It is the proposers' responsibility to periodically check www.workforce-ks.com for updates or modifications to this RFP.

Proposals

Criteria for Evaluating Bid Proposals: The Workforce Alliance shall make an award in the best interest of the Workforce Alliance.

General. The proposer should develop a proposal through a process that considers the mission and vision of the Workforce Alliance. All proposals submitted in response to the RFP will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance):

Technical Response. The extent to which the proposer effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposer's proposal, and the extent to which the proposer may suggest recommendations for improvements.

Response Format and Completeness. Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, concise, and understandable. Pages are to be consecutively numbered.

Financial Ability. The proposer demonstrates a financial ability to implement, manage and maintain the proposed offering.

Experience and Qualifications. The proposer's general experience and qualifications, and the Workforce Alliance's assessment of the proposer's ability to perform the work in a timely and professional manner.

Cost. The Workforce Alliance will perform a cost analysis on all bids selected for review.

Facility Function and Appearance. The Workforce Alliance will review all bids and determine which facilities best meet the specifications included in the request. The Workforce Alliance will also analyze the function and appearance which best fits the needs of the organization and support the mission and vision of the operation.

Acceptance or Rejection: The Workforce Alliance reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.

Agreement: The successful proposer will be required to enter into a formal contract/lease that is acceptable to the Workforce Alliance of South Central Kansas. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful proposer and the Workforce Alliance. The proposer's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.

Agreement/Lease Formation: No agreement/lease shall be considered to have been entered into by the Workforce Alliance until all statutory required signatures and certifications have been executed; and a written lease has been signed by the parties.

Open Records Act (K.S.A. 45-205 et seq.): All proposals become the property of the Workforce Alliance of South Central Kansas. Information contained within the selected proposals will be open for public review once a contract is signed or all proposals are rejected. Any information deemed proprietary by the proposer should be labeled as such. The final determination of proprietary will be the responsibility of the Workforce Alliance. Price/Cost information is not considered proprietary.

Federal, State and Local Taxes-Governmental Entity: Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this

Request. The Workforce Alliance shall have no responsibility for any taxes associated with this procurement.

Debarment of Proposer: Any proposer who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The Executive Director, after consultation with the attorney of record for the Workforce Alliance Board, may debar a person for cause from consideration for award of contracts. The debarment shall not be for a period exceeding three years. The Executive Director, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person. If the proposer sells the property and ownership transfers to an owner that is debarred this lease will be immediately terminated.

Insurance: The WA shall not be required to purchase any insurance against loss or damage to any personal property nor shall the Alliance establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the proposer shall bear the risk of any loss or damage to any personal property owned, maintained, or provided by the proposer to the Workforce Alliance.

Untenantable Space: If the Building or leased Premises shall be damaged, destroyed, or rendered untenantable, in whole or in part, by fire, casualty, natural disaster, deterioration, lack of maintenance, or any other failure to perform by the proposer, any payments for leased space shall abate and lease will terminate if space is not able to be returned to tenantable condition within reasonable time (which will be negotiated as part of final lease).

III. General Information and Contractor Requirements

A. Lease Period

The lease period for the facility will be from July 1, 2026 through the maximum period of June 30, 2036. Exact dates will be negotiated. The contract may be eligible for extensions; any extensions must be agreed upon in writing by both parties.

B. Budget

The Workforce Alliance leases space in the New Leaf Shopping Plaza at 2021 N Amidon, Suite 1100, Wichita, KS 67203 for the operations of the Wichita Workforce Center. The current lease expires on June 30, 2025. The Workforce Alliance currently leases approximately 24,510 square feet of space at an approximate cost of \$16.13 per square feet plus a share of operating expenses over \$6.00 per square foot. The Workforce Alliance's budget is expected to decrease in 2026 and the Workforce Alliance doesn't want to increase cost per square foot, but understands costs have changed greatly over the past ten years. The Workforce Alliance plans to budget between \$12.00 to \$17.00 per square foot for rent in 2026. If it is cost prohibitive to house staff onsite, Workforce Alliance could place staff at remote locations or implement hybrid work schedules. Leases can include clauses to recoup build out costs due to lease termination if construction is required for any location.

C. Qualified Proposer

To be qualified as a proposer responding to this Leased Space Request, the proposer must meet the following requirements:

1. Be an established entity with a proven record of experience providing leased space
2. Have financial resources available to adequately maintain the leased space
3. Not be debarred by the United States Federal Government from providing services to the Federal Government
4. Meet all building codes, laws, regulations, etc.
5. Must be able and willing to accept all terms outlined in this request
6. Abide by all rules, laws, regulations, etc. associated with this request
7. Abide by such guidelines as may be required by the State of Kansas and WIA regulations

D. Statement of Work

The Workforce Alliance is releasing this Request to operate all program and administrative functions in one continuous space. The Workforce Alliance will make awards based on the best options for providing services to job seekers and employers. Any facility selected will have an independent mechanical and structural inspection by a vendor of the Workforce Alliance's choice before any lease will be executed.

General Criteria

- The leased space must be within the city limits of Wichita, Kansas and must not be in an area designated as a hazardous waste site, landfill, or wetlands area.
- Facilities should be on or near public transportation routes
- Restrooms for customers in a common area and employees in a restricted access location
- Off street parking
- Facility must be ADA (American's with Disabilities Act) and ADAAA (ADA Amendments Act of 2008) compliant.
- The proposer is responsible for furnishing and installing telecommunications wiring, outlets or jacks to meet voice and data requirements. See Voice and Data Requirements below for more detail
- The proposer is responsible for meeting safety and security needs in this request
- The facility must be accessible 365 days a year 24 hours a day

Space Size Requirements (Dedicated Space)-

Key- Type Definitions

- E- Enclosed rooms or workstations with hard wall construction with a door
- A- Area partly enclosed or open depending on space plan or building configuration
- O- Open Office Area- Open space for workstations

Function	Type	Average SQ. FT. Per Workstation/Office	Maximum # of Workstation/Offices	Total Maximum Dedicated SQ. FT.	Minimum # of Workstation /Offices	Total Minimum Dedicated Usable SQ. FT.
Case Management Staff Work Stations	A	100	22	2200	10	1000
Public Access Area/Staff Services	O	100	23	2300	23	2300
Public Resource Area*	O	1800	1	1800	1	1800
Public Computer Lab*	O	1600	1	1600	1	1600
Administration Office	E	200	25	5000	12	2400
Administration Office	E	250	7	1750	4	1000
Administration Office	E	300	3	900	2	600
Classroom	E	400	1	400	1	400
Classroom Computer Lab	E	1000	2	2000	1	1000
Classroom	E	1000	1	1000	1	1000
Reception/Intake	O	700	1	700	1	700
Meeting Room	E	3000	1	3000	1	3000
Meeting Room	E	2000	1	2000	0	0
Conference Room	E	600	2	1200	1	600
IT Network Room	E	600	1	600	1	600
Storage	E	800	1	800	1	500
Break Room	E	900	1	900	1	600
Public Restrooms	E	600	1	600	1	600
Employee Restroom	E	300	1	300	1	300
			96	29050	64	20000
* These areas should be connected						

Off street parking- 80 spaces for staff working in the facility and 90 for visitors.

Services to Be Provided by Proposer

Utilities-

Public utilities will be furnished and paid for by proposer including water, sewer, gas, electricity, air-conditioning, trash, and heat.

Services-

1. Grounds maintenance and landscaping, including bi-weekly cleaning of parking areas, entrances and sidewalks for both customer and staff.
2. Snow and ice removal by 6:30 am (M-F) and throughout any winter weather
3. Pest Control, extermination, and maintaining the facility free from vermin
4. Custodial service and refuse removal on a regular schedule
5. Passenger elevator service if a multi-floor facility
6. Maintenance of men's and women's restrooms together with hot and cold water, cleaning services, all supplies, such as soap, towels, and toilet paper
7. Refrigerated drinking fountain with water bottle fillers
8. Electric current in reasonably sufficient amount for normal business use; including operation of building standard lighting and general office machines
9. Maintenance of building standard LED lighting fixtures and bulbs

10. Heating, ventilation and air conditioning, in season, through the existing air distribution system of the facility, at such temperatures and in such amounts as may be reasonably required for comfortable use and occupancy under normal business operations. Systems must be able to be remotely controlled with the ability to establish schedules
11. Window washing of all exterior windows at a regularly scheduled interval or as necessary for professional appearance

Repair-

Proposer will repair and maintain in good repair the walls, windows, doors, roof, floors, foundation, heating and air conditioning infrastructure, plumbing, sewer lines, elevators, escalators, electrical wiring and related fixtures, all common areas of and within the structure including entrances, hallways, stairwells, and parking lots, and all other infrastructure. Proposer is responsible for all costs associated with such maintenance. Proposer will use its best efforts to affect such repairs promptly, and in such manner as not to unreasonably interfere with Tenant's occupancy or conduct of business.

If the interior, contents or fixtures of the facility are damaged as a result of failure of the roof, plumbing, HVAC system or other utilities or items that are the maintenance responsibility of the proposer, the proposer agrees to pay the costs to repair or replace the contents or fixtures and to make resulting repairs to the interior. Period of performance for any repairs will be negotiated as part of lease negotiations.

Space Design and Construction Requirements-

Parking: Parking areas should be paved with asphalt or concrete and have adequate drainage, striping, and curbs or bumper blocks. The arrangement of the parking should not detract from the image or visibility of the building and should emphasize the location and provide easy access to the front entry. Workforce Alliance expects typical dimensions, clearances and aisle widths to be used in planning for parking areas. Minimum stall width is to be 9.5 feet. Accessible stalls need to meet requirements of Americans with Disabilities Act Accessibility Guidelines. Adequate care is to be taken to consider walkways. Appropriate signs and safety markings must be provided in all parking and driveway areas. The Workforce Alliance is willing to negotiate for employee parking that is offsite as long as it is within walking distance.

Telecommunications Wiring, Outlets or Jacks to Meet Voice and Data Requirements: The Workforce Alliance will work with the proposer to determine the exact specifications based on building layout. Generally, each work area must have at a minimum of 1 network Cat 6 computer networking jack with 2 being preferred. General Work Areas will have an increased need for Cat 6 wiring as well as cable access and increased electrical needs for copiers and other large office equipment. It is preferred to have 2 network jacks at each workstation. The Workforce Alliance has a provider for data and voice service and facility must be able to accept those services. The IT Network Room must be cooled to industry standards ensuring safe and efficient operation of multiple servers and computer equipment. Dependent upon facility arrangement, fiber optic cable may also be required to support data and voice requirements.

Acoustics: Care should be taken to consider sound deadening materials and design. Sound insulation or sound batting must be installed in all enclosed, hard-wall rooms; this is required for the interior side

walls and is also required in the ceiling above such rooms. Control of noise in the HVAC system and adequate insulation of duct work is needed.

Restrooms: Common area public restrooms (male and female) must be located within or in close proximity to occupied space. Maintenance of the common area public restrooms will be the responsibility of the proposer. A minimum of one set of restrooms (male and female) is to be provided in the employee/staff work area within the leased space. Restroom is to be equipped with an exhaust fan. All restrooms shall comply with ADA design requirements. Sound containment within the restrooms is required.

Water Fountains: Water fountains are to be provided adjacent to each set of restrooms with water bottle fillers. These must be electric refrigerated water coolers and shall comply with ADA design requirements and be fully accessible to disabled individuals.

Entry Ways: A double door public entry vestibule will be provided of an approximate size of six feet by eight feet. This vestibule will have an airlock design with two sets of double doors. Each set of double doors is not to have a center support, i.e., both doors can be opened so as to provide a large, open, unobstructed entry pathway if needed. One of the double swing entry doors on each set of doors, for a total of two doors on the same pathway, shall be accessible, power operated doors with handicap opening operators (touch plates with the handicap symbol) on each side of each door to provide accessible entry for the physically challenged. Alternative powered door opening mechanisms to provide accessibility will be considered. Additional employee entranceway(s) and emergency exits shall be provided. The vestibule area of the public entranceway may have a recessed grated floor system, typically with aluminum treads to provide for dirt, mud, and snow removal as an additional design option.

Exterior Signs: Furnish and install an exterior sign with the current Workforce Centers Logo. Sign to be approved by authority having jurisdiction. Directional and traffic control signs are to be installed in driveways and parking area as needed and required. Parking areas shall also be identified by signs for Accessible stalls.

Windows: A suitable number of Low-E anti-glare exterior windows are desired.

Finish Materials

Selection of typical finish materials will be made by The Workforce Alliance from several choices presented by proposer. The proposer should present a recommended material list that takes into account durability and the normal amount of wear and tear associated with Workforce Alliance offices.

The proposer shall be responsible for maintenance and improvements required as a result of typical wear and tear. The proposer shall maintain or replace the selected finish materials as part of the base rent for the term of the lease, according to the reasonable life expectancy of such materials and finishes, except for damages or unusual circumstances caused by the Workforce Alliance. All finishes and materials in the proposed facility should receive appropriate maintenance or replacement provided by the proposer. Painted walls, carpeting and other flooring are of particular concern to Workforce Alliance. The proposer shall plan on repainting at the beginning of year five and at a minimum of five-year intervals

thereafter at no cost to the Workforce Alliance. Similarly, carpet in high traffic areas shall be replaced at the beginning of year five and at a minimum of five-year intervals thereafter at no cost to the Workforce Alliance.

Flooring: Only carpet designed for heavy wear (density of not less than 28-ounce weight) for the term of the lease will be accepted. Workforce Alliance prefers to choose the carpet to ensure durability and compatible colors. Carpet adhesive shall be solvent free and carpet shall be approved by the Carpet and Rug Institutes Indoor Air Quality Testing Program. Appearance loss and maintenance needs shall be considered in carpet selection. Entrances, restrooms, break rooms should have resilient tile or ceramic tile flooring. Resilient flooring to be 12 inch by 12 inch vinyl composition tile or equivalent. All walls shall be trimmed out at the bottom with 4-inch vinyl or rubber cove base. Restrooms are to have a 6-inch cove base that may be integrated with the flooring. Ceramic tile splash back to be placed on walls behind sinks and paper towel holders.

Ceilings: Typical standard ceiling consists of two foot by four foot acoustic ceiling, white metal grid, flush tiles with lay in ceiling light fixtures. Alternatives will be considered. Telecommunications and electrical wiring typically run above dropped ceiling using manufactured commercial wire racks/trays.

Painting: All walls, steel door frames and steel doors should be painted. Two coats of semi-gloss finish over primer as required. Paint material shall be acrylic latex or type appropriate to the material. More durable finishes shall be used in restrooms, break rooms and public entry. All wood doors shall be stained and clear finished. Suggested painting intervals shall be five years.

Doors: All doors shall be a minimum width of 36". Doors shall be equipped with accessible hardware and have a door stop. All security access doors are required to have a door closer. ADA door openers are required on the main entrance for customer and the primary entrance for staff.

Toilet & Restrooms: All restrooms shall have accessories. Accessories shall include mirrors, soap dispensers, trash containers, toilet tissue dispensers, and napkin disposal units. Also, hand dryers, automated flush toilets and faucets should be considered as an option. Toilet privacy partitions are to be provided for restrooms with more than one water closet and/or urinal. Restrooms shall be equipped with a floor drain.

Window Blinds: All exterior Low E windows shall have blinds.

Safety and Security

Life Safety: A life safety system shall be provided that meets building code and NFPA recommendations (NFPA 72, 1999 or newer, National Fire Alarm Code and NFPA 70, 1999 or newer, National Electrical Code). A fire alarm, smoke detection (and/or heat detection) and automatic fire sprinkler system shall be provided in the building. Appropriate fire rated structure, walls and doors are required per building codes and industry standards. HVAC equipment interlocks shall be provided as required by NFPA, UBC and local jurisdictions based on the proposed facility and its configuration. Fire extinguishers shall be provided and maintained as required by code in finished areas in compartments and in service areas hung directly from the wall. Notwithstanding code requirements, fire extinguisher

and fire sprinkler inspection and maintenance is required no less than once a year by trained personnel at no cost to the Workforce Alliance.

Emergency lights shall be provided, with rechargeable batteries and with a changeover time of no more than ten seconds. Exits and exit access shall be marked by approved illuminated signs readily visible from any direction of access.

The proposer shall identify all known or suspected hazardous or contaminated conditions on site including, but not limited to, subsurface, surface, and the building and its building envelope. Identify status of asbestos abatement, if any, for facility. Identify known or suspected areas of asbestos contamination. Identify known surveys and abatement projects or investigations and the author.

Workforce Alliance reserves the right to require the proposer to provide appropriate environmental audits, hazardous material studies and abatement. Workforce Alliance will determine the need for this during negotiations.

Security: Design shall consider relevant security needs for the building and site. Consideration is to be given to ensuring visibility throughout the facility. Security concerns should be developed with Workforce Alliance as part of the design and construction process. WA will choose a vendor to perform a security review of any facility. Proposer will be required to make necessary security upgrades or changes as identified in the security review at the direction of the WA. Proposer will be required to provide all legally required safety and/or operating certificates or licenses to WA.

Door Locks and Keys: Exterior entrance doors shall have a key override. Consideration should be given for access to local fire department and emergency personnel. All enclosed offices are to have locking doors with three keys provided for each office. Master keys and department keys may be needed based on building design. Workforce Alliance will use an electronic key card system for main entrances and staff areas.

Lighting: It is preferred that building exterior and site lighting be automatically controlled by photo sensors, time clocks, or a combination of both where required for security conditions. Interior controls and lighting for after hour usage shall be provided.

Variances-

All variances to the Specifications and Attachment(s) must be fully explained in the proposal. Failure to comply with this requirement may result in disqualification of the proposal or, at the discretion of WA, insistence on full compliance with Specifications.

General Space-

The Workforce Alliance prefers the size of the space listed; however, adjustments to size are understandable in order to enhance the design, functional relationships and the available space. The Workforce Alliance will review all bids and make a final determination on space based on the bids submitted and how they fit the operational mission and vision of providing workforce development services to the Wichita and surrounding communities.

IV. Proposal Components

Bids should be prepared simply and economically, providing a straightforward, concise description of the proposers' capabilities to satisfy the requirement of the RFP package. Emphasis should be on completeness of the proposal and clarity of content. Repetition of the terms and conditions of the RFP package, without additional explanation, will not be considered responsive

A. Proposal Requirements

No paperwork or form is provided by the Workforce Alliance for the proposal. Instead, proposers are asked to prepare their proposals in a format that they believe best conveys the details of their offering.

As a general guideline in preparing the narrative, proposer should be careful to thoroughly identify themselves, both individually and/or corporately. At minimum, all proposers shall provide the following identifying information in the narrative portion of their proposals:

- Proposer Identification - Name, address, phone number, and authorized signature of proposer.
- Corporate identification - If applicable, proposer corporate or other business information, date established, structure (trust, partnership, corporation, non-profit, etc.), and federal tax identification number and unique federal id if available.

All proposers shall include the following with their bid submissions:

- Table of Contents with page numbers
- Signature Sheet
- Response
- Project Cost Proposal
- Floor Plans
- Proposer's Financial Ability, Experience and Qualifications
 - date established;
 - ownership (public, partnership, subsidiary, etc.);
 - number of personnel, full and part-time;
 - relationship of the project to other lines of business if applicable

Beyond these general guidelines, proposers are invited to submit additional information in the narrative section that they may consider important in fully explaining their proposal and the advantages for its selection. Any information submitted by proposers must be clearly understood by the WA Staff or Board Members reviewing.

The narrative response, cost proposal, and proposer's financial ability, experience, and qualifications shall not exceed 30 pages. Narrative section should be typed with double line spacing and using an Arial font of size 11 or larger. This section should be published on 8 ½ X 11 plain paper stock printed on one side only.

Proposer should submit a proposal for each option for each facility. Proposer may submit multiple proposals.

V. Contractual Provisions

A. Acceptance of Proposal Content

The proposer's proposal, this RFP package, and any addenda will become part of the awarded Contract.

B. Period of Lease

The contract period for the Lease(s) will be from July 1, 2026 through June 30, 2036 with potential extensions.

C. Termination

The Contract/Lease will be subject to termination for non-compliance with WIOA and other applicable laws, non-performance/default, convenience, or lack of funding. Proposer should review 29 CFR Part 97.36. If lease is terminated for convenience or lack of funding, reasonable cancellation costs can be negotiated to help recoup build out/construction costs.

D. Assignment

The proposer shall not assign this Lease/Contract or any part thereof, without the written consent of the Workforce Alliance. In no case shall such consent relieve the proposer from the obligation under, or change the terms of this Contract. The transfer or assignment of any part of this contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the proposer, without the written consent of the Workforce Alliance, shall not obligate the Workforce Alliance for any associated expenditures.

E. Subcontracting

In the event that the proposer elects to subcontract any of the services relative to the contract, the proposer will notify and the Workforce Alliance. The Workforce Alliance must approve any subcontract prior to subcontractor providing any services to the Workforce Alliance. All subcontractors will be required to meet all laws, regulations and State policies pertaining to the administration of this contract.

F. Independent Contractor

The proposer is an independent contractor and not an employee of the Workforce Alliance. Neither the proposer nor any agent or employee of the proposer shall be considered an employee of the Workforce Alliance for any purpose whatsoever. The proposer agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Lease/Contract. The proposer agrees that proposer will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

G. Lease Modification

1. Modification Procedures

The Workforce Alliance reserves the right to make changes to the Lease, provided the changes are within the scope of work described. The Workforce Alliance agrees to make any such change in the Lease only through a written modification, and to provide a copy of the modification to the proposer. All modifications initiated by the proposer will be bilateral. The proposer will provide the Workforce

Alliance a letter clearly stating the reason(s) for the proposed modification and the effect on the Work Plan or Budget.

2. Reasons for Modification

Lease Modification will be necessary if any of the following occurs:

- a. There is a change in the scope of the project funded under the contract;
- b. There is a material change in the Work Plan/Statement of Work.
- c. There is a change in the implementation of governing federal and/or state rules and regulations affecting the Contract.

3. Modification Due to Change in Legislation or Regulation

Any alterations, additions, or deletions to the terms of the Lease which are required due to changes in federal or state laws, regulations or directives are automatically incorporated in the Contract unilaterally without written modifications and will go into effect on the date designated by the law, regulation or directive. In the event the proposer is unable to comply with any required contract modification, the Workforce Alliance shall be notified by the proposer within 30 days, at which time the Workforce Alliance may declare this lease canceled and proceed under the lease cancellation provisions. Further, in the event the proposer is unable to meet the lease goals and/or obligations as specified herein or in any subsequent contract amendment, the proposer may request modification of the lease. The lease may also be modified upon agreement of all parties to this lease.

H. Indemnification

The proposer agrees to pay all debts for labor and/or materials contracted by it, if any, for and on account of the services to be performed hereunder. The proposer will assume the defense of, and hold the Workforce Alliance and its officers, agents and employees harmless from all suits and claims against any of them arising from any act or omission of the proposer, or anyone directly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the proposer will not be limited in any way under The Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

I. Terms and Conditions

1. The proposer understands and agrees to comply with all requirements stated in this RFP package. If there is a difference between what is stated in the proposer's proposal and what is included in the RFP package, the RFP package will take precedent over the proposer's proposal.
2. The lease will be made contingent upon the availability of funding.
3. The proposer agrees to obtain prior written approval from the Workforce Alliance for major service changes.
4. The Workforce Alliance reserves the right to accept or reject any or all applications received, or to negotiate with qualified proposers.
5. In the event it becomes necessary to revise any part of this RFP package, the revisions will be posted at www.workforce-ks.com. IT IS THE PROPOSER'S RESPONSIBILITY TO CHECK FOR UPDATES/CHANGES.
6. The proposer agrees to conduct activities subject to, and will conduct business under, the lease in accordance with any and all federal, state or local regulations, rules, policies, directives, issuances and ordinances, in effect or promulgated during the term of the lease.

Attachment A – Statement of Qualifications (available for download at workforce-ks.com/rfps)

Statement of Qualifications (SOQ)

This Statement of Qualifications (SOQ) allows potential subrecipients to demonstrate their ability to receive federal funds. All sections of this form must be filled out entirely. Along with this completed form, please be sure to include all supporting document.

For your guidance, the checklist below details the *additional* supporting documents required:

- ☐ A copy of current Certificate of Status from Kansas Secretary of State
- ☐ A copy of your agency's most up-to-date insurance certificate
- ☐ A copy of your organization's current financial statements or document supporting financial stability
- ☐ A copy of current fiscal and compliance audits, if applicable
- ☐ Signature Certification
- ☐ Certification Regarding Debarment
- ☐ Certification Regarding Lobbying Restrictions

Annual Statement of Qualifications (SOQ)

Date of Submittal:

Section 1. General Information

1. Name of Organization:
2. Primary Address:
3. Name of Contact:
4. Email Address:
5. Date of Founding/Incorporation
6. FEIN: 7. DUN: 8. Federal Unique ID:
8. Authorized Signatory*:

*See Attachment A for additional requirements and certification.

9. Legal Status:
10. If applicable, Organization Classification Status (Check the one that is most appropriate):

<input type="checkbox"/> Small Business Organization	<input type="checkbox"/> Emerging Business Organization
<input type="checkbox"/> Minority Business Enterprise	<input type="checkbox"/> Disabled Veteran Business Enterprises
<input type="checkbox"/> Women Business Enterprise	<input type="checkbox"/> Disadvantaged Business Enterprise
<input type="checkbox"/> Other: _____	

Certifying Agency: _____

Section 2. Governance and History

1. Governing Body, Board of Directors or Principles (Attach a separate sheet, if needed)

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name: Last Name:

Title: Organization:

First Name:

Last Name:

Title:

Organization:

First Name:

Last Name:

Title:

Organization:

First Name:

Last Name:

In the past five (5) years, has your firm or any of its owners, partners or officers ever been investigated, cited, assessed any penalties, or have been found to have violated any laws, rules or regulations enforced or administered by any governmental entity? For this question, “owners” does not include owners of stock in your firm, if the firm is a publicly traded firm.

☐ Yes

☐ No

If “Yes”, please list contracts your organization had with them in the last five (5) years. Attach additional sheet(s) of paper if necessary.

Why was this person arrested, cited, detained, or charged?	Date arrested, cited, detained, or charged? (mm/dd/yyyy)	Location (City, State, Country)	Outcome or disposition of the charge (no charges filed, charges dismissed, probation, citation, etc.)

Section 3. Financial History of Resources and Responsibilities

1. Is your organization now, or has it ever been at any time in the past five (5) years, the debtor in a bankruptcy case?
☐ Yes ☐ No
2. Is your organization in the process of, or in negotiations of being sold?
☐ Yes ☐ No
3. In the past five (5) years, has any governmental, private entity, or individuals terminated your organization's contract prior to completion?
☐ Yes ☐ No
4. In the past five (5) years, has your organization used any subcontractor to perform work on a government contract when you knew that the subcontractor had been debarred by a governmental entity?
☐ Yes ☐ No
5. In the past five (5) years, has your firm been debarred or determined to be non-responsible bidder or contractor?
☐ Yes ☐ No

If you answered "Yes" to any of the last item **Numbers 1 – 5**, explain on a separate sheet the circumstances surrounding each instance.

6. Disallowed Costs

Identify any expenditure(s) that have been disallowed under any government contract during the past five (5) years. Include disallowances still in resolution and describe status. Use additional sheets if necessary. **If none, please indicate.**

Grantor	Date of Disallowance (mm/dd/yyyy)	Amount	Date Repaid (mm/dd/yyyy)

Signature Certification

This is to certify that the officials listed below are authorized to sign contracts and other legally binding documents on behalf of the organization, (company name, hereinafter “Respondent”). Respondent certifies that documents submitted to Workforce Alliance of South Central Kansas are true and accurate to the best knowledge of the signatory.

The WA reserves the right to request additional information regarding administrative, financial, and legal status, and/or to visit the facilities during normal operating hours.

I certify that I am authorized to submit this Certification on behalf of the organization named above. If any information changes significantly, the WA will be notified. I certify that the contents of the documents submitted are true and correct.

Signature	Date
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Printed Name	Title
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Phone / Fax	Email
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The following are additional authorized signatories:

Printed Name	Title
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Phone / Fax	Email
--------------------	--------------

Printed Name	Title
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Phone / Fax	Email
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☐ Provide a formal documentation of delegation of signatory authority by organization’s governing body.

Certification Regarding Debarment

Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transaction

The certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 180.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION FOR CERIFICATION)

- (1) The recipient of Federal assistance funds certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such participation shall attach an explanation to this proposal.

Name of Organization

Name and Title of Authorized Representative

Signature

Date

Certification Regarding Lobbying Restrictions

If contracted with the WA, the organization listed below assures and certifies to the lobbying restrictions as referenced in Byrd Anti- Lobbying Amendment (31 U.S.C. 1352) and as are codified in the DOL regulations at 29 C.F.R. 93 and described in SDWP General Provisions Section 2.0- Certification/ Assurances. The following restrictions are included:

- a. No federally appropriated funds have been 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 this federal contract, grant, loan, or cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress, in connection with this contract, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying" in accordance with its instructions.
- c. The undersigned shall require that the language of the lobbying restrictions be included in the award documents for contract transaction over \$100,000 (per OMB) at all tiers (including contracts and subcontracts, under grants, loan, or cooperative agreements), and that all sub-recipients shall certify and disclose accordingly. This includes all contracts that meet the \$100,000 threshold via contract modification.
- d. This certification is a material representation of fact upon which reliance is placed when this transaction is executed. Submission of the Lobbying Certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. 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 failure.

Name of Organization

Name and Title of Authorized Representative

Signature

Date

Attachment B – Proposal Evaluation Criteria

- | | |
|-------------------|--|
| 50 Points | General. The proposer should develop a proposal through a process that considers the mission and vision of the WA. All proposals submitted in response to the RFP will be evaluated by the Workforce Alliance using the following criteria and factors (listed in no particular order of importance): |
| 50 Points | Technical Response. The extent to which the proposer effectively demonstrates an understanding of the needs of the agency as described in this RFP, and offers appropriate solutions to meet those needs. The quality of the technical response is measured by the extent to which the specifications are adequately addressed within the proposer’s proposal, and the extent to which the proposer may suggest recommendations for improvements. |
| 50 Points | Response Format and Completeness. Adequacy and completeness of the proposal is required and carries an important weighting in the evaluation of all proposals. The proposal is to be complete, concise, and understandable. Pages are to be consecutively numbered. |
| 100 Points | Financial Ability. The proposers demonstrated financial ability to implement, manage and maintain the proposed offering. |
| 100 Points | Experience and Qualifications. The proposers general experience and qualifications, and the Workforce Alliance's assessment of the proposer’s ability to perform the work in a timely and professional manner. |
| 100 Points | Cost. The Workforce Alliance will perform a cost analysis on all bids selected for review. |
| 200 Points | Facility Function and Appearance. The Workforce Alliance will review all bids and determine which facilities best meet the specifications included in the request. The Workforce Alliance will also analyze the function and appearance which best fits the needs of the organization and support the mission and vision of the operation. |