



**for the
Local Workforce Development Boards (LWDB) and the
Chief Elected Officials Board in Kansas Workforce Alliance Local Area**

**Request for Proposals (RFP) for Workforce
Innovation and Opportunity Act (WIOA)
Youth Program Elements**

Issued – September 30, 2026

Proposals Due- November 30, 2026 Noon Central Time

No Proposals Will be Allowed after the Due Date and Time

For Information Contact:
Chad Pettera
Procurement/VP-Chief Operating Officer
Workforce Alliance of South Central Kansas, Inc.
2021 N Amidon
Suite 1100
Wichita KS 67203
316-771-6602
chad@workforce-ks.com

READ THIS REQUEST CAREFULLY
Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.

Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements

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Request for Proposals (RFP) for Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements

1.0 REQUEST FOR PROPOSALS INTRODUCTION

1.1 Purpose

The Workforce Innovation and Opportunity Act (WIOA) emphasizes employment and training services to adults, youth and dislocated workers. We are seeking creative proposals that involve Customer Centered Design Methodology, evidence-based practices, and collaboration with other agencies to create a system that not only empowers youth to succeed in their education and career goals, but at the same time meets the needs of our local employers. Throughout this RFP document you will find references to the requirements of the laws tied to this funding.

The Workforce Alliance of South Central Kansas (WA) is issuing this Request for Proposals (RFP) to interested and qualified applicants to provide Workforce Innovation and Opportunity Act (WIOA) Youth Program services for participants ages 16-24 that are currently seeking further education and employment opportunities in Workforce Alliance Local Area. The purpose of this request is to procure qualified service providers for new contracts. Service providers could be classified as a vendor/contractor or Sub-Recipient based on the type of service provided. Target date for the new contract is between January 1, 2027 through July 1, 2027. The initial period for the contracts would be for 2 to 3 years with the option to extend the agreement for three additional periods based on need, performance, and funding availability. Respondents are invited to submit proposal(s) in accordance with the instructions in this RFP.

This RFP provides potential Respondents with background information and describes the desired services, guidelines for proposals, and the Contractor selection process.

1.2 Solicitation

The WA is soliciting innovative youth program service providers/sub-recipients operated under the provisions of WIOA to provide high quality educational and employment services for youth, ages 16-24, that are currently not attending any educational services (out of school youth). WA is committed to fair and open competition. Respondents may include:

- For-profit organizations;
- Non-profit organizations;
- Public agencies; and/or
- A collaboration of these organizations.

A consortium, joint venture, or collaboration of organizations is permitted to respond to this RFP; however, the proposal must clearly demonstrate that all contractual responsibility rests solely with one legal entity and that the proposed arrangement would enable the Respondent to provide both efficient and quality services.

Agencies which have not previously been awarded a WIOA contract but have managed other federal, state, local, and/or private funds to deliver a similar program design, who have served 16-24 years old individuals with barriers to education and employment success, or have other relevant experience and expertise connecting youth to career pathways, are encouraged to apply. WA is committed to equal opportunity in its contracting process.

This RFP contains the requirements that Respondents must meet in order to submit a responsive proposal. This RFP also provides information regarding the format in which proposals must be submitted, the requirements that must be met to be eligible for consideration, the Respondent's responsibilities and the documents that must be included.

Proposals that do not include the following will be determined non-responsive and will not be considered for funding:

- Statement of Qualifications (SOQ) (Section 1.8);
- Required Proposal Formatting (Section 4);
- Program Content (Section 4.5);
- Budget and Budget Narrative (Section 4.9); and
- Conflict of Interest Disclosure (Section 6.9).

The WA reserves the right to reject any proposal submitted. The WA will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for evaluation.

1.3 Estimated Funding

WA anticipates awarding approximately \$700,000 in WIOA Youth funding through this RFP for the initial month period of January 1, 2027 through June 30, 2029. This amount is an estimate based on past WIOA allocations and is subject to change as WA receives funding allocations from the Department of Labor (DOL) and the State of Kansas. Actual awards will be determined once funding is awarded to WA.

Respondents must identify the geographic region(s) in Workforce Alliance Local Area that they will serve. Service models that include virtual provisions for service delivery will be allowable. Respondents must detail how virtual services are provided and how they will address barrier resolution for IT Hardware and Software and Internet Service. Respondents may submit proposals for the entire area and this is strongly encouraged; however, a proposal may be submitted for specific counties in the area. Figure 1 shows the region, geographic distribution, and estimated total funding availability for this RFP. Estimated Funding Availability could be moved from county to county if enrollments in one area are more significant, but services must be provided in all counties.

Figure 1: Estimated Funding Availability Per County*

County	Geographic Distribution	Estimated Funding Availability
Sedgwick	80%	\$616,500
Butler	9%	\$30,500
Sumner	4%	\$20,000
Cowley	4%	\$20,000
Kingman	2%	\$8,000
Harper	1%	\$5,000
Total	100%	\$700,000

*Subject to change based on allocations from DOL/State of Kansas.

In addition to these funds, WA sometimes receives funding for special projects and initiatives, and contractors may be required to partner with the WA to deliver supplemental services.

1.4 Submittal of Proposals

WA must receive the proposal(s) via electronic delivery (email, Dropbox, etc) **no later than Noon, Central Time, November 30, 2026**. Notice of delivery or download ability must be received at admin@workforce-ks.com prior to deadline. Email attachments cannot exceed 10mb. For proposals over 10 mb, WA recommends using a secure online platform for delivery through links or WA has the ability to create and share a Dropbox folder for proposers to use. If a proposer wants to request a shared Dropbox folder from the WA, the proposer must request this by **November 18, 2026**.

Late proposals will not be accepted. WA will provide a receipt verifying the time and date the proposal is received.

1.5 RFP Schedule and Timeline

Beginning **September 30, 2026**, the RFP will be available to download from WA's website <https://www.workforce-ks.com/rfps/>. If you are unable to download the RFP, please email admin@workforce-ks.com.

Item/Event	Date
Issue RFP	September 30, 2026
Respondents' Orientation	October 21, 2026 at 11 a.m.
Notice of Intent to Submit a Proposal Due	October 30, 2026 by 5 p.m.
Deadline to submit questions for Pre-Bid Conference	November 2, 2026 @ Noon
Pre-Bid Conference	November 4, 2026 @ 11:00 a.m.
Proposals Due	November 30, 2026 @ Noon
Contract Negotiation	Begins December 2026
Contract Implementation	January 1, 2027- July 1, 2027

1.6 Respondents' Orientation (Optional)

WA will provide an optional Respondents' Orientation to present the RFP requirements and address questions from prospective Respondents. All questions posed during the Respondents' Orientation will be compiled and posted on WA's website. The Respondents' Orientation will be held on **October 21, 2026, from 11:00 A.M. to 12:00 P.M., Central Time**, via a Zoom meeting. Attendance to the Respondents' Orientation are not required to submit a response to this RFP but are highly encouraged. Those that wish to join the Orientation should submit an RSVP to admin@workforce-ks.com no later than October 18, 2026. The RSVP should include the name of the individual(s) that will be in attendance and an email and phone number for a contact with that agency that will be in attendance via Zoom to the Orientation.

1.7 Notice of Intent to Submit a Proposal

A **Notice of Intent to Submit a Proposal - Attachment B** is requested of all organizations planning to submit a proposal. The Notice of Intent to Submit form is an attachment and will also be available at the Respondents' Orientation. Providing a Notice of Intent to Submit a Proposal does not commit the Respondent to submit a proposal. All Notices of Intent to Submit are requested by **5:00 P.M. Central Time, October 30, 2026** to:

Email: Admin@workforce-ks.com

1.8 Statement of Qualifications (SOQ) (Required)

The SOQ will establish a Respondent's qualifications to bid for WIOA funds. The submission of a SOQ determines an organization's legal, administrative, and fiscal capacity to meet WA, state, and federal government requirements.

The WA encourages the participation of Respondents who are certified as small businesses, minority-owned firms, women's business enterprises, emerging business organization, disabled veteran business enterprise, and disadvantaged business enterprise. Such certification shall be documented in the SOQ.

Detailed information and the necessary forms are available for download from WA's website <http://www.workforce-ks.com/rfps>. Please contact Chad Pettera, VP-Chief Operations Officer at (316) 771-6602 or admin@workforce-ks.com if you have difficulty downloading the document or require assistance with the completion of the required SOQ documentation.

1.9 RFP Questions

The Workforce Alliance will answer questions during the orientation. Those questions will be recorded and official responses posted to the RFP Webpage.

The WA will also host a question and answer session on November 4, 2026 at 11 a.m. The event will occur at a location to be determined and/or via Zoom. Those that submit Notice of Intent will be notified on location and how to attend the Zoom Meeting. Questions should be submitted no later than November 2, 2026 at noon central time. to admin@workforce-ks.com An official response will be provided to those questions at the Pre-Bid Conference. Questions may be asked at the Pre-Bid Conference, but official responses will come in writing and posted at <https://www.workforce-ks.com/rfps/>. Impromptu questions will be allowed and staff will do their best to answer, but official responses will be posted on the webpage after the Pre-Bid Conference and emailed to those that submitted a letter of intent.

Only the responses on the website or those emailed directly from the WA are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. **No other sources of responses or clarification are considered valid.**

Respondents' employees, representatives or agents are strictly prohibited from contacting members of the Local Workforce Development Board (LWDB), or any WA employee, representative, or agent, other than as stated above or as stated in Section 6.9 Conflict of Interest, regarding this RFP except with designated participants in attendance ONLY DURING:

Negotiations

Contract Signing

As otherwise specified in this invitation

Violations of this provision by the bidder or WA personnel may result in the rejection of the bid.

1.20 Addenda to this RFP

At the discretion of the WA, if it becomes necessary to revise any part of this RFP, an addendum will be posted on the WA's website, <http://www.workforce-ks.com/rfps/>

Respondents are responsible for checking the website frequently to remain informed about the procurement process, receive addenda to the RFP, read responses to questions and remain updated on other information that may affect this RFP. If you have difficulty or problems accessing the website or downloading information, please contact Chad Pettera, Chief Operations Officer, at (316) 771-6602 or admin@workforce-ks.com.

1.21 Right to Cancel

The WA reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. The WA also reserves the right to modify the RFP process and timeline as deemed necessary.

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

2.0 BACKGROUND INFORMATION

2.1 Workforce Innovation and Opportunity Act (WIOA)

On July 22, 2014, President Obama signed WIOA into law, which sets a minimum percentage of funds to be spent on out of school youth (OSY) and an increased focus on work-based learning and career pathways. WIOA requires 20% of the entire program allocation to be spend providing work experience or work-based learning.

These changes are consistent with DOL’s commitment to providing high-quality services for disconnected youth and young adults; beginning with career exploration and guidance, continued support for educational attainment, opportunities for skills training in in-demand industries, occupations apprenticeships and culminating with a good job along a career pathway, enrollment in post-secondary education, or a Registered Apprenticeship.

2.2 WA Governance

The WA is responsible for the fiscal and programmatic administration of federal employment and training funds for South Central Kansas. The Workforce Innovation and Opportunity Act (WIOA) establishes Local Workforce Development Boards (LWDB) which connect employers and job seekers together to strengthen the local economy. The LWDB’s role is to develop regional strategic plans that set funding priorities for their area and oversee the operations of the Workforce Alliance. LWDBs convene partnerships between businesses and community stakeholders, establishing sector strategies driven by high-growth industries.

More than 50% of the membership of the LWDB are private sector business leaders. Representatives from various community-based organizations, economic development, educational institutions, elected officials, and organized labor also serve on local boards. The LWDB works through a combination of standing committees and ad hoc taskforces which may include additional stakeholders and professionals from the community.

The LWDB sets the strategic direction of local workforce strategy and funding priorities with the vision of a thriving regional economy where every employer has the talent they need, and every Kansan has access to meaningful, living-wage work. The LWDB is a federally mandated board that shares responsibility with the CEOB for overseeing funding and policy development under WIOA. The LWDB’s expertise is in labor market conditions and the development of effective responses to regional economic needs.

2.3 Chief Elected Officials Board (CEOB)

The Chief Elected Officials Board appoints members to the Local Workforce Development Board and shares in the oversight duties of the local workforce development operations and the WA staff.

For more information about the WA and its boards, please visit the WA website at <https://workforce-ks.com/about/>.

2.4 Roles and Responsibilities of WA

Roles and responsibilities of the WA include:

- Overseeing and evaluating the management and operations of all programs managed by the WA;
- Allocating funds and paying invoices as agreed upon in the contract;
- Monitoring Contractor’s performance, quality of service and cost effectiveness, and reporting on performance to the Boards;
- Providing the required program documents/forms;
- Developing and providing technical assistance to Contractor’s staff;
- Informing and assisting Contractors in the implementation of federal, state, and local policies, procedures and rules that may impact the operations of the program(s), needed to implement them; and
- Ensuring compliance with all rules, regulations and procedures issued by WA and all funding sources.

The roles and responsibilities may be refined and changed as:

- Relevant federal and state law requirements are enacted and implemented covering the workforce

- development system;
- Regulations and procedures are developed or changed by the DOL; and/or the Kansas Department of Commerce;
- WA's governing boards adopt local direction and procedures.

3.0 PROGRAM DESCRIPTION

3.1 Needs Statement

DOL estimates that nearly 17.4 million 16-24-year-olds in this country are not employed or not in school¹. These disconnected youth and young adults are twice as likely to live in poverty, three times as likely to not have a high school diploma or its equivalent and three times as likely to have a disability. Disconnected girls and young women are more than three times as likely to have a child than their connected counterparts.² The unemployment rate for youth in the United States for August 2026 is 9.1%.³

In Kansas, the Workforce Alliance Local Area for the month of July 2026, reported 45,600 total unemployed individuals in the labor force, at a rate of 3.8%⁴. For the State of Kansas in 2026, there were approximately 23,000 unemployed individuals aged 16 to 24 years.³ These young adults are frequently disconnected and disengaged from education, training, and the world of work. High youth unemployment leads to skill atrophy and increased involvement with the juvenile justice system.

Wichita Public Schools report a graduation rate of 85.1% for 2025, with a rate of 80.1% of their students coming from homes in poverty. Graduation and poverty rates are known to seriously affect employment prospects for individuals.

Youth unemployment is often characterized as a community issue, a crime issue, an education issue, a public health issue, and a social service issue. But as record numbers of employees begin to retire, the large number of youth and young adults that lack work experience and skills will increasingly become a bottom-line issue for South Central Kansas's business community.

3.2 WIOA Program Requirements

Outreach, Recruitment and Orientation. Outreach and recruitment include, but are not limited to, identifying potentially eligible youth, working with parents and guardians to secure necessary documentation, and working closely with other governmental and community organizations and school systems to identify and recruit eligible youth participants. As part of orientation, all youth must receive information on all services available through the Contractor. Dropout youth are expected to have the ability to earn a high school diploma or its equivalent within a reasonable amount of time (generally within six months of participation date). An orientation may also be provided by WA and where that makes sense it is encouraged for WA and contractors to conduct joint orientations.

Intake, Eligibility Determination and Registration. WA will be responsible for determining WIOA eligibility of all youth applicants recruited into the program, determining the youth's suitability for program services, and collecting and verifying all necessary eligibility source documents. WIOA requires all youth to meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA funded services.

Objective Assessment and Referral. The WA Case Managers (CMs) will conduct an initial objective assessment of the academic level, skill levels, and service needs of each participant, which will include a review of basic skills,

¹ College Enrollment and Work Activity of Recent High School and College Graduates Summary, April 2025

² Broad Recovery, Persistent Inequity: Youth Disconnection in America, 2024

³ U.S. Bureau of Labor Statistics via FRED

⁴ Local Area Unemployment Statistics, USBLS

³ Kansas Labor Report, KDOL May 2026

occupational skills, prior work experience, employability, interests, aptitudes, supportive service needs, mental health services, and development needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet their individual needs. Eligible youth who do not enroll in WIOA programs should be provided information regarding other applicable and appropriate services available through other local programs that have capacity to serve them. In addition, eligible youth should be given referrals for further assessment if determined appropriate. Any subsequent objective assessment will be done in coordination with any appropriate vendor. The objective assessment will follow the policies of the WA.

Individual Service Strategy (ISS). WA CMs will use the results of the youth participant's objective assessment to develop the initial ISS for the youth participant. The ISS is an age appropriate, individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services, incentives, and stipends. For all youth, the ISS will identify the timeframe in which each youth will be expected to complete all activities related to each of the goal(s) specified in the ISS. The ISS will clearly connect the services to be provided to each youth identifying the outcomes to be achieved between WIOA enrollment and exit. The ISS directly links to one or more indicators of performance outcomes. Updating the ISS and ongoing case management will be the responsibility of the WA but done in coordination with any appropriate vendor. The ISS will follow the policies of the WA.

Case Management. Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the achievement of performance goals. The case management process extends from recruitment through follow-up, with WA completing the eligibility and initial assessments and service strategies. CMs are expected to motivate participants and coordinate services and information to prepare youth for post-secondary education opportunities, academic and occupational training or employment, and training opportunities, as appropriate. CMs are encouraged to incorporate trauma informed approaches into their case management models. CM will be facilitated jointly in a partnership between WA and contractors to best service the participant.

Access to a Range of Services. It is required that the 14 WIOA youth program elements be made available to enrolled youth as needed or requested unless a waiver is provided by the US Department of Labor. The WA prefers bids from Contractors who will be able to offer bundled services to all youth participants. If a Contractor does not directly provide one of the program elements and is bidding to provide case management services, it must demonstrate the ability to make seamless referrals to appropriate providers of such services or subcontract with a provider to provide services. The key is to make services seamless and quick. It is also expected the Contractor will have staff located at the Wichita Workforce Center and be able to provide services on demand as needed. Facility costs at the Wichita Workforce Center will be paid by the WA. Contractor will also make staff available at the Auxiliary Workforce Centers on a part-time basis, and those costs will be paid by WA. Proposals should explain the respondent's strategy for meeting these staffing requirements. The WA is also open to services being provided virtually; the respondent must include in its proposal how it will resolve barriers (Internet Service, IT Hardware and Software) for youth if virtual services are an option. The Contractor will have primary responsibility for ensuring that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS. See [WIOA Youth Program Elements – Attachment C](#) for additional information.

Follow-up Services. Contractors are required to provide at least 12 months of follow-up services to participants who received case management through the contractor. Participants are only eligible for follow-up services once they have completed program services, as well as participants who may have dropped out of the program but need additional services. Contractors are encouraged to consider the needs and barriers of the program's target population(s) in determining the appropriate levels and types of follow-up services.

3.3 Additional Program Requirements

Access & Locations. Based on current WIOA Youth Participants, access to public transportation is important. The Wichita Workforce Center is on a City of Wichita Bus route. If the contractor is proposing to provide services

outside of the Wichita Workforce Center, where will those services be provided and how will participants access those services at those sites.

Partnerships. Contractors are expected to demonstrate local partnerships with youth serving systems such as local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, the Sedgwick County Department of Health and Human Services, foster care agencies, vocational rehabilitation programs, employers, and other organizations that serve the OSY population.

Contractors shall demonstrate how they will partner and collaborate with current WA contractors in their proposed service area to provide appropriate youth employment services within Workforce Alliance Local Area. This may include providing workshops and classes on-site, technical assistance to WA staff on providing youth friendly services, orientations to the array of adult services offered and in-kind resources to/from the WA sites.

Youth Business Representative and Employer. Contractors are required to coordinate services with a designated WA Youth Business Representative (YBR) whose activities shall include engaging industry and coordinating work-related activities for program participants. The primary role of the YBR is to engage employers and secure internships, job shadow opportunities, occupational skills training, apprenticeships, work experience, and unsubsidized job placements for program participants, as well as track outcomes.

Mental Health Services. Contractor staff will be required to attend at least one training regarding understanding, recognizing and responding to the effects of trauma and mental health needs. Two additional trainings will be offered on how to identify and access additional mental health resources for staff and participants.

Staff Development. Contractor staff will be required to utilize the WA's Learning Management System: Absorb to complete compliance and development courses. WA hosts 2 in-service development days a year and 1 to 2 times a month on Fridays that contractor staff may also attend.

3.4 Program Components

While WIOA has several goals, and all must be achieved, WA's primary focus is on employment as the ultimate goal. **All services and strategies should have employment as the final goal.**

WIOA Youth Services are currently being offered in an a-la-cart style. Clients chose their vendor of choice based on the providers that are approved for the service. If a client needs 4 or 5 services to be successful it could mean coordinating, scheduling, and transporting to services with 3 or 4 service providers in different locations. We are looking for a more efficient service delivery model to ensure participants have the ability to engage in all of the services indicated on their service plan.

Contractors are encouraged to bundle any of the following program components as part of an integrated and collaborative service delivery model:

Work Experience Opportunities. WIOA includes a focus on providing youth with work experience opportunities. Therefore, a minimum of 25% of funding needs to be spent on work experience. **Helping youth gain work experience is the primary focus of WA's youth program, and services should be provided to support this primary element.** Work experience provides youth an invaluable opportunity to develop work place skills. Paid and unpaid work experience must include academic and occupational education and may include the following types of work experiences:

- Year-round 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.

The required academic and occupational education must be taught within the same timeframe and connected to training in a specific occupation, occupational cluster, or career pathway. Youth funds may be used to pay wages and related benefits for work experience in the public, private, non-profit sectors when the participant's objective assessment and ISS indicate that a work experience is appropriate. Additionally, youth funds may be used to pay wages and staffing costs for the development and management of work experience. Staff costs incurred for the functions and activities directly serving participants may count as program costs. Training costs for the participants related to their placements in work experience activities may also count as work experience expenses.

WA will maintain a contract for Employer of Record services for which to pay youth for their Work Experience costs. Contractors will coordinate Employer of Record services through WA.

Prior to placement in a work experience, youth must be provided job readiness training designed to ensure the youth is prepared for the rigors of a work placement. Job Readiness Training may include such WIOA Youth elements as Labor Market Information, Financial Literacy, and/or Leadership Development though it need not be so prescribed; respondents should include details about their job readiness program in their proposals.

Element 1: Tutoring, study skills training, instruction, and dropout prevention

This element includes 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 or for a recognized post-secondary credential.

Any tutoring, study skills training and/or instruction that lead to a high school diploma are reported under this program element. Such services focus on providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, and providing tools and resources to develop learning strategies. Services may be provided one-on-one or in a group setting, through resources and workshops.

Secondary school dropout prevention strategies intended to lead to a high school diploma are also reported under this program element. Secondary school dropout prevention strategies include services and activities that keep a young person in-school and engaged in a formal learning and/or training setting. Strategies include, but are not limited to tutoring, literacy development, active learning experiences, after-school opportunities, and individualized instruction.

Element 2: Alternative secondary school services or dropout recovery services

Alternative secondary school services, such as basic education skills training, individualized academic instruction, and English as a Second Language training, are those that assist youth who have struggled in traditional secondary education. Dropout recovery services, such as credit recovery, counseling, and educational plan development, are those that assist youth who have dropped out of school. While the activities within both types of services may overlap, each are provided with the goal of helping youth to re-engage and persist in education that leads to the completion of a recognized high school equivalent.

Element 3: Paid and unpaid work experience

Defined as a planned, structured learning experience that takes place in a workplace for a limited period of time. Work experience may be paid or unpaid, as appropriate. Work experience must have academic and occupational education as a component. The educational component may occur concurrently or sequentially with the work experience; the academic and occupation education component may occur inside or outside the work site; the employer can provide the academic and occupation component or they can be provided separately. The academic and occupational education component refers to contextual learning that accompanies a work experience. It includes the information necessary to understand and work in specific industries and/or occupations.

Categories of work experience:

- Summer employment opportunities and other employment opportunities available throughout the school year

- Pre-apprenticeship programs designed to prepare individuals to enter and succeed in an apprenticeship program and includes the following elements:
 - training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;
 - access to educational and career counseling and other supportive services, directly or indirectly;
 - hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;
 - opportunities to attain at least one industry-recognized credential; and
 - a partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.
- Internships and job shadowing
 - Job shadowing is designed to increase career awareness, help model youth behavior through examples, and reinforce in the youth and young adult the link between academic classroom learning and occupational work requirements. Youth learn about a job by walking through the work day as a shadow to a competent worker. The job shadowing work experience is a temporary, unpaid exposure to the workplace in an occupational area of interest to the participant. Youth witness firsthand the work environment, employability and occupational skills in practice, the value of professional training, and potential career options. A job-shadowing experience can be anywhere from a few hours, to a day, to a week or more.
- On-the Job training opportunities

WA will maintain its contract with an employer of record to process payroll for Work Experiences. Any placements for Work Experience will have to be coordinated with the employer of record. WA currently has contracts with The Arnold Group and Manpower.

Element 4: Occupation skills training (OST)

OST contacts with educational providers will be procured and maintained by the WA. Educational institutions will respond to a different and separate procurement process.

Defined as an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Priority is given to training programs that lead to recognized postsecondary credentials that align with in-demand industry sectors or occupations in the local area. The training must

- be outcome-oriented and focused on an occupational goal specified in the individual service strategy
- be of sufficient duration to impart the skills needed to meet the occupational goal; and
- lead to the attainment of a recognized postsecondary credential

Contractor will refer individuals that wish to participate in OST to the WA. WA will cover the referral to the educational institution and pay the costs directly. WA will coordinate OST services with contractor.

Element 5: Education offered concurrently with workforce preparation and training for a specific occupation

This element reflects an integrated education and training model wherein services are delivered concurrently. It also describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway.

If OST is with an educational institution the OST Section will be followed.

Element 6: Leadership development opportunities

Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors such as:

- exposure to postsecondary educational possibilities
- community and service learning projects
- peer-centered activities, including peer mentoring and tutoring
- organizational and team work training, including team leadership training;
- training in decision-making, including determining priorities and problem solving
- citizenship training, including life skills training such as parenting and work behavior training
- civic engagement activities which promote the quality of life in a community; and
- other leadership activities that place youth in a leadership role such as serving on youth leadership committees, such as a Standing Youth Committee

Element 7: Supportive services

Services that enable an individual to participate in WIOA activities. These services include, but are not limited to, the following:

- referrals to community services;
- assistance with transportation;
- assistance with child care and dependent care;
- assistance with housing;
- assistance with educational testing;
- reasonable accommodations for youth with disabilities;
- assistance with uniforms or other appropriate work attire and work-related tools, including such items as eyeglasses and protective eye gear;
- assistance with books, fees, school supplies, and other necessary items for students enrolled in postsecondary education classes; and
- assistance with fees for employment and training-related applications, tests, and certifications.

Contractor may assist WA in completing supportive service requests. WA will have the responsibility for the provision of services and payment of supportive services for the benefit of program participants.

Element 8: Adult mentoring

Adult mentoring must last at least 12 months and may take place both during the program and following exit from the program and be a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee. While group mentoring activities and mentoring through electronic means are allowable as part of the mentoring activities, at a minimum, the local youth program must match the youth with an individual mentor with whom the youth interacts on a face-to-face basis. Mentoring may include workplace mentoring where the local program matches a youth participant with an employer or employee of a company.

Element 9: Follow-up services

Follow-up services are defined as “critical services provided following a youth’s exit from the program to help ensure the youth is successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant’s employer, including assistance in addressing work-related problems that arise.” Follow-up services may begin immediately following the last expected date of service in the Youth program when no future services are scheduled. Follow-up services do not cause the exit date to change and do not trigger re-enrollment in the program. Follow-up services for youth also may include the following program elements:

- supportive services;
- adult mentoring;
- financial literacy education;
- 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; and
- activities that help youth prepare for and transition to postsecondary education and training

Provision of these program elements must occur after the exit date in order to count as follow-up services. All youth participants must be offered an opportunity to receive follow-up services that align with their individual service strategies. Furthermore, follow-up services must be provided to all participants for a minimum of 12 months unless the participant declines to receive follow-up services or the participant cannot be located or contacted.

Element 10: Comprehensive guidance and counseling

This element provides individualized counseling to participants. This includes drug and alcohol abuse counseling, mental health counseling, and referral to partner programs, as appropriate. When referring participants to necessary counseling that cannot be provided by the local youth program or its service providers, the local youth program must coordinate with the organization it refers to in order to ensure continuity of service. When resources exist within the local program or its service providers, it is allowable to provide counseling services directly to participants rather than refer youth to partner programs.

Element 11: Financial literacy education

This program element may include the following activities:

- support the ability of participants to create budgets, initiate checking and savings accounts at banks, and make informed financial decisions
- support participants in learning how to effectively manage spending, credit, and debt, including student loans, consumer credit, and credit cards
- teach participants about the significance of credit reports and credit scores; what their rights are regarding their credit and financial information; how to determine the accuracy of a credit report and how to correct inaccuracies; and how to improve or maintain good credit
- support a participant's ability to understand, evaluate, and compare financial products, services, and opportunities and to make informed financial decisions
- educate participants about identity theft, ways to protect themselves from identify theft, and how to resolve cases of identity theft and in other ways understand their rights and protections related to personal identity and financial data
- support activities that address the particular financial literacy needs of non-English speakers, including providing the support through the development and distribution of multilingual financial literacy and education materials
- support activities that address the particular financial literacy needs of youth with disabilities, including connecting them to benefits planning and work incentives counseling
- provide financial education that is age appropriate, timely, and provides opportunities to put lessons into practice, such as by access to safe and affordable financial products that enable money management and savings
- implement other approaches to help participants gain the knowledge, skills, and confidence to make informed financial decisions that enable them to attain greater financial health and stability by using high quality, age-appropriate, and relevant strategies and channels, including, where possible, timely and customized information, guidance, tools, and instruction.

Element 12: Entrepreneurial skills training

This program element provides the basics of starting and operating a small business. Such training must develop the skills associated with entrepreneurship. Such skills may include, but are not limited to, the ability to:

- take initiative;
- creatively seek out and identify business opportunities;
- develop budgets and forecast resource needs;
- understand various options for acquiring capital and the trade-offs associated with each option; and
- communicate effectively and market oneself and one's ideas

Approaches to teaching youth entrepreneurial skills may include, but are not limited to:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business. Entrepreneurship education programs often guide youth through the development of a business plan and also may include simulations of business start-up and operation.
- Enterprise development which provides supports and services that incubate and help youth develop their own businesses. Enterprise development programs go beyond entrepreneurship education by helping youth access small loans or grants that are needed to begin business operation and by providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business. These programs may involve the development of a youth-run business that young people participating in the program work in and manage. Or, they may facilitate placement in apprentice or internship positions with adult entrepreneurs in the community.

Element 13: Services that provide labor market information

This element includes “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.” Workforce and labor market information is defined as “the body of knowledge that describes the relationship between labor demand and supply.” Numerous tools and applications that are user-friendly exist, which can be used to provide labor market and career information, as appropriate to each youth.

Labor market information (LMI) identifies in-demand industries and occupations and employment opportunities; and, provides knowledge of job market expectations including education and skills requirements and potential earnings. LMI tools also can aid in facilitating youth awareness of the career fields that are likely to provide long-term employment and earnings in local labor markets.

Element 14: Postsecondary preparation and transition activities

Postsecondary preparation and transition activities and services prepare Out of School Youth (OSY) for advancement to postsecondary education after attaining a high school diploma or its recognized equivalent. These services include exploring postsecondary education options including technical training schools, community colleges, 4-year colleges and universities, and registered apprenticeship. Additional services include, but are not limited to,

- assisting youth to prepare for SAT/ACT testing;
- assisting with college admission applications;
- searching and applying for scholarships and grants;
- filling out the proper Financial Aid applications and adhering to changing guidelines;
- connecting youth

3.5 Eligibility and Enrollment

For the purposes of this RFP, OSY⁴ (Out of School Youth) are defined as youth:

- Ages 16-24 at time of enrollment;
- Not attending any school or enrolled; and
- Meets one or more of the criteria listed below:
 - School dropout;
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school-year calendar quarter;
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
 - Subject to the juvenile or adult justice system;
 - A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act, or an

⁴ A youth is considered out-of-school for WIOA eligibility purposes if the only “school” the youth attends is adult education provided under Title II of WIOA, Youth Build, or Job Corps.

- individual who is in an out-of-home placement;
- Pregnant or parenting;
- Low-income individual with a disability;
- Low-income individual who require additional assistance to enter or complete an educational program or to secure or hold employment:
 - ☐ Previously dropped of an educational program
 - ☐ Has Poor Attendance in an education program during the past 12 calendar months
 - ☐ Has below average grades
 - ☐ disabled
 - ☐ no vocational/employment goal
 - ☐ has a poor or no work history,
 - ☐ been fired from a job in the last 6 months.

For the purpose of this RFP, priority should be given to serving the following populations:

- Out of School Youth
- Current or former foster youth;
- Justice-involved youth;
- Pregnant or parenting youth;
- Youth with disabilities;
- Youth residing in a public housing program;
- Homeless/runaway youth; and
- Youth that have dropped out of school and do not have a high school diploma or equivalent.

3.6 Program Management

WIOA performance measures are tracked by program year, the current year running from July 1, 2026 to June 30, 2027. Contractors will be required to demonstrate how their programs are able to help all enrolled youth achieve the outcomes measured by WIOA.

Figure 2: WIOA Youth Performance Measures

Performance Measure	Definition	Goal
Credential Attainment	The percentage of participants enrolled in an education or training program who obtain a recognized post-secondary credential or secondary diploma during participation or within one year after program exit. Participants who attain a secondary school diploma must also be employed or enrolled in post-secondary education	66.3%
Education and Employment 2 nd Quarter	The percentage of participants who are in employment, education, or training in the 2 nd quarter after program exit	78.0%
Education and Employment 4 th Quarter	The percentage of participants who are in employment, education, or training in the 4 th quarter after program exit.	78.0%
Median Earnings	The median earning of participants who are in employment in the 2 nd quarter after program exit.	\$4,500
Measurable Skills Gain	Percentage of participants in education leading to a credential or employment during program year, achieving measurable skills gains.	51.2%

Respondents should refer to the Period of Performance Attachment G to define the number of enrollments, attainments, placements, and exits for during the initial period of performance. To drive continuous improvement and increase program impact, enrollments will be increased five percent every year the contract is extended based on level funding.

3.7 Tracking Requirements

The Contractor must utilize the State of Kansas' KansasWorks (KW) data management system and an electronic file maintenance system provide by the WA. This includes the entry of individual participant data such as activities, case notes, outcomes and follow-up data. Timely data entry is required and must be entered within two (2) business days after the date of any individual activity. WA will conduct ongoing monitoring to evaluate the Contractor's use of KW. Failure to comply with the required use will result in corrective action and may result in the contract being terminated. Contractors will also have to use the WA's electronic file management system M-Files. All platforms are accessed via the internet.

Contractors will be required to submit quarterly narrative of grant activities as well as a shorter monthly narrative discussing program happenings.

3.8 Technology System Requirements

The Contractor must comply with the WA's technology and participant identifiable information requirements as indicated in [Technology Requirements-Attachment D](#).

4. REQUIRED PROPOSAL FORMAT

The proposal must clearly demonstrate the Respondent's ability to provide the requested services. The RFP provides information regarding the format in which proposals should be submitted, the requirements that must be met to be eligible for consideration, the Respondent's responsibilities and the documents that must be included. Questions regarding the proposal format must be submitted to WA in writing by **Noon Central Time, November 11, 2026** per Section 1.8 RFP Questions.

4.1 Required Documents and Page Limits

Respondents must include the following documents and must adhere to the following page limits:

- Title Page (Section 4.3) - 1 page limit
- Table of Contents (Section 4.3) – 2 page limit
- Executive Summary (Section 4.3) - 3 page limit
- Business Description and Qualifications (Section 4.4) - 3 page limit
- Program Content (Section 4.5) - 20 page limit
- Past Performance (Attachment F) – Table Attachment
- Required Attachments: Organizational Chart (Section 4.4) - 1 page limit
- Required Attachments: Period of Performance (Attachment G)= No limit
- Required Attachments: Budget Narrative and Worksheet (Section 4.9 & Attachment I) - No limit
- Required Attachments: Conflict of Interest Disclosure (Section 6.9) - No limit
- Required Attachments: Last completed Independent Audit (Preferably an A-133 audit)
- Required Attachments: Most recent financial statements or financial information to support sustainability

***Note:** [Conflict of Interest Disclosure – Attachment E](#) must be submitted even if Respondent does not have a potential conflict.

If applicable, the proposal should also include the following attachments:

An Equal Opportunity Employer
Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

- Cost Allocation Plan (Section 5.2) - No limit
- Indirect Cost Agreement (Section 5.3) - No limit
- Additional attachments - 10 page limit

The WA will remove any excess pages from proposals exceeding these page limits before the proposals are distributed for review and evaluation.

4.2 Formatting Requirements

Respondents must adhere to the following formatting requirements:

- Font size: 12 point
- Font: Times New Roman
- Margins: At least one inch
- Line spacing: Double-spaced
- Pages: Single-sided numbered sequentially
- Language: English

4.3 Title Page, Table of Contents, and Executive Summary (5 points)

Title Page:

- Include company name, address, phone number, website. Federal Unique Identifier and federal tax identification number;
- Include region/county(ies) of proposal;
- Include name of the person authorized to negotiate the contract and make decisions for the organization including the phone number, fax number, and e-mail address; and
- Include authorized signature and submittal date.

Table of Contents:

- Include a clear identification of the material in the proposal by section and by page number.

Executive Summary:

- Include a brief overview of the entire proposal including a summary of the understanding of the program, and
- Include an overview of the proposed scope of work.

4.4 Business Description and Qualifications (10 points)

- Respondent must provide an overview of lead organization including: primary location of the organization, type of organization (for-profit, nonprofit, etc.), size of the organization, years in business, history of business, mission and vision, major product lines and/or services, and any other relevant information that helps provides an overview of the organization.
- Respondent must provide evidence of the organization's ability to successfully perform the services described in this RFP, including descriptions of past projects completed with a similar scope of work.
- Describe the organization's knowledge, expertise, and experience working with youth facing challenges within the workforce development industry and/or nonprofit sector.
- Describe the approach for recruitment, training, staff development and support for all staff involved in the program. Include how the approach to staffing takes into account the varied needs of youth served.
- Describe the staffing plan and qualification of staff.
- Respondent must provide an organizational chart.

4.5 Program Content/Design (Total 50 points)

Responses to this section must not exceed 25 double-spaced pages and must include the following sections:

Target Population, Recruitment, and Enrollment:

An Equal Opportunity Employer
Auxiliary Aids and Services are Available upon Request to Individuals with Disabilities

- Describe the demographics and characteristics of the targeted neighborhood(s) to be referred to WA for eligibility and referral back to respondent.
- Describe the population(s) to be served.
- Describe potential challenges that may arise in engaging this population.

Customer Experience

- Describe the key steps and milestones youth and young adults will experience from outreach to program exit. Visuals, such as a flow chart, are strongly encouraged to show the program design.
- Describe how you will ensure, measure and continuously improve the experience of the youth and young adults in your program.

Supportive Services

- Describe barriers to successful reconnection and completion of education and/or employment that the target population faces.
- Must follow WA policies on supportive services and WA will issue the payments
- Describe how your entity will support the use of supportive services to help reduce barriers.
- Describe how you will incorporate mental/behavioral health services, trauma-informed case management and other support you will provide to program participants.

Performance, Administration and Project Management

- Describe your strategy for understanding, monitoring and measuring youth performance measures and outcomes.
- Describe your process for ensuring quality, compliance and proper documentation for all youth files.
- Describe how you will ensure funds are used properly and according to the spending plan.

Access and Locations

- Contractors are required to provide services at some capacity at the Wichita Workforce Center. Please describe how you view this working for your organization.
- Address whether the responding organization will maintain a main office, a satellite office or co-locate with other organizations in the targeted neighborhood(s).

Partnerships

- Demonstrate meaningful partnerships that support jobs, internships, and educational opportunities for youth and young adults, such as government agencies, education systems, community/faith-based organizations and other partners that serve similar populations and can support the goals of the programs.
- Describe specific partner roles and, if applicable, how the proposed partnerships will leverage additional funding to serve program participants. Letters of support/commitment and Memorandums of Understanding (MOUs) that details partnership roles and responsibilities and any in-kind resources committed are encouraged and can be included in the 10 pages of “additional attachments” described in section 4.1.
- Describe how you will partner and collaborate with current youth service providers in your proposed service delivery area.

Employer Connections

- Describe your approach to job placement and how your staff will coordinate with the WA’s YBR to identify employment and work-based learning opportunities for program participants.
- Describe your relationship with employers in key industry clusters and the specific roles these employers will play in your program.
- Describe past outcomes and how you have developed internships, job shadows, occupational skill training, apprenticeships, work experience, placement in employment, and/or other work-based learning outcomes with employer partners.

4.6 Program Elements (30 points; up to an additional 16 points for multiple services: 2 for each service provided by contractor (Elements 1,2,3,6,8,9,10,11,12,14))

Element 3- Work Experience (Top Priority of the WA Youth Program)

- Worksite recruitment and agreements will be done by the WA. Worksite recommendations can be made to the WA by the sub-recipient/vendor.
- Describe how you will provide youth with work-based learning opportunities (internships, work experience, pre-apprenticeship/apprenticeship, job shadows, etc.)
- Describe how you will make Work Experience the main priority for service delivery.
- Describe how you will use other elements to support Work Experience.

Element 4, 13, 14- Career Pathways

- Pathway Identification: Describe the sector(s)/industry(ies) you will focus on and why you have selected that industry/sector focus. Sectors/industries should align with the Demand Occupation List approved by the LWDB.
- Awareness: Describe how you will help youth and young adults become aware of the career pathways in these sector(s)/industry(ies).
- Training: Describe how you will connect youth to education that leads to post-secondary degrees and/or industry recognized certifications.

Elements 1, 2, 4, 5, 13, 14- Educational Services

- Describe how you will implement tutoring, study skills training, and proven dropout recovery strategies to assist youth and young adults in the completion of secondary school resulting in the attainment of a high school diploma or its recognized equivalent.
- Describe activities that help youth and young adults prepare for and transition to training or post-secondary education.
- Describe your education/training programs, which can include occupational skills training, apprenticeship program, post-secondary bridge programs and/or post-secondary education.
- Describe how your proposed education/training programs will lead to jobs with livable wages.

Elements 6, 11, 13- Work Readiness, Financial Literacy and Entrepreneurship Training

- Describe the proposed work readiness training program including instructional techniques, curriculum, competencies, assessments and standards for completion.
- Describe the financial literacy education and entrepreneurial skills training you will offer.

Elements 6, 8- Youth Development

- Describe leadership development opportunities, including community service and peer-centered activities encouraging responsibility, and other positive social and civic behaviors.
- Describe how you plan to incorporate adult mentoring for program participants.

4.7 Past Performance (Total 10 points)

Two (2) complete **Past Performance Questionnaires–Attachment F** must be submitted by the proposer. Questionnaires must be for projects the Respondent has managed within the past five years. If a joint proposal is submitted, Respondents which have had contracts with WA within the past two years must include WA as one of the performance questionnaires. WA may verify the performance reported by proposer with the funder of the program for which performance is reported.

Some respondents may not have performance to report, those organizations should note that in their proposal.

4.8 Cost Reasonableness of Proposed Budget (Total 30 points)

The WA will conduct a Cost Price Analysis of the proposed budget details to determine reasonableness, allocability, allowability, and necessity of costs. With guidance from Section 5.0 Budget Information, Respondents must complete the following Budget documents and prepare a budget.

- **Budget Narrative- Narrative format is at the discretion of the respondent**
- **Budget Worksheet–Attachment I**
- **Cost Allocation Plan, if applicable**
- **Indirect Cost Agreement, if applicable**

5.0 FINANCIAL REQUIREMENTS

The Respondent must submit a **Budget Worksheet- Attachment I** that covers up to the 36 month initial contract period. The Budget Worksheet has tabs for each WIOA Youth Element and a summary tab. If the respondent feels they want to have multiple budget tabs for an element, the respondent can copy the applicable tabs. If a respondent copies tab, they must update the formulas/numbers on the summary tab. A related **Budget Narrative** in a format which the respondent feels best reflects their proposal, Cost Allocation Plan, and Indirect Cost Rate Agreement/Plan. The Budget Narrative must support the Cost Allocation Plan and describe how this response will align with the overall agency budget. This narrative should justify the need for all costs built into the Youth Element detail and the methodology used to derive each cost.

Respondent must also submit their most current financial statements and their most recent audit. If those items are not available, the respondent must explain why.

5.1 Work Experiences

A minimum of 25% of the funds allocated must be spent on paid and unpaid work experiences; including summer and yearlong employment opportunities, pre-apprenticeship programs, internships and job shadowing. Allowable expenditures beyond wages can include staff time spent identifying potential work experience opportunities, staff time working with employers to develop the work experience, staff time spent working with employers to ensure a successful work experience, staff time spent evaluating the work experience, participant work experience orientation sessions, classroom training or the required academic education component directly related to the work experience, and orientation for employers. WA will continue to use our contracted Employer of Record to provide the payroll services for the participants in work experiences. The Employer of Record upcharge for services will be paid for by the WA. The Respondent must note how many youth they will enroll in work experiences and the number of hours worked by each enrollee. The max number of hours a youth participant is limited to 500 hours per program year. At a minimum WA is projecting that \$225,000 must be spend on work experiences during each annual term.

5.2 Cost Allocation Plan

The Cost Allocation Plan describes the methodology that will be used to prorate common operating costs to each funding source. Examples of common operating costs are infrastructure costs (e.g. rent and copier machines), as well as personnel (e.g. receptionist, fiscal staff, senior management) providing benefits to multiple funding sources. Furthermore, the estimated amounts derived from the proposed methodology should be allocated to each budget line item. All costs should be identified as program or program support costs (see Section 5.4 Program/Administrative Support vs. Program Costs).

5.3 Indirect Costs

Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or the de minimis. All organizations indirect costs must be treated the same if to be reimbursed as a part of this RFP. If a Respondent does not have an approved indirect rate but wishes to include indirect costs in its proposal, it must submit all relevant financial information that outlines how the indirect rate and costs were determined and future steps for required approval by the relevant cognizant agency. If the Respondent is not required to obtain an indirect rate, then the Cost Allocation Plan must include the methodology describing how common operating costs are distributed to the different funding sources. All costs should be identified as program support or program costs as defined in Section 5.4 Program/Administrative Support vs. Program Costs. For guidance on completing the standard budget shell and the budget narrative, please see [Budget Instructions - Attachment H](#).

5.4 Program/Administrative Support vs. Program Costs

WIOA identifies two cost categories: administrative and program costs. For the purpose of the RFP, WA defines administrative costs as program support costs. Program support costs typically include salary and wages for staff who work in Finance, Human Resources, Payroll, Legal, Property Management, etc. as well as other associated costs related to these functions. For more information on program support and program costs, refer to 2 CFR parts 200 and 2900. All Respondents should follow this rule when classifying budget costs as program support or program costs. WA encourages Respondents to use in-kind or other revenue streams other than WIOA funding to pay for program support costs. The extent to which a Respondent can meet performance objectives while minimizing support costs will be a factor in the evaluation process.

5.5 In-Kind and Cash Match Resources

In order to efficiently use WIOA funds and deliver program services to residents and businesses within the local area, it is important to leverage a wide-range of public and private resources to support program services. Respondents are encouraged, but not required, to demonstrate either in-kind or cash match resources from any variety of funding sources. For more information on cost sharing or matching, refer to 2 CFR part 200 and 2900.

In-kind and cash match resources can support any particular budget item as long as it supports program activities. Cash match is defined as a contribution of funds made available to the Respondents to be used specifically for program activities. Respondents are required to assign a monetary value to any in-kind contributions. Examples of in-kind resources include but are not limited to:

- Staff time from lead and/or partner agencies (directly related to jobseeker or business customers);
- Facilities/Infrastructure (for non Workforce Center Locations);
- Participant expenses (e.g. internship/work experience wages, incentives, supportive services, tuition, books, fees, tools or clothing for employment);
- Equipment (directly related to services to jobseeker or business customers); and
- Outreach and/or media support.

These in-kind or cash-match resources must directly support the proposed program activities and should be documented in the Contractors Bid. The documentation of in-kind or cash-match resources will include agreed-upon details of the support, that includes the amount to be lent or the services or supplies to be provided, the terms and goals of the agreement, and each parties roles and responsibilities in the agreement.

6.0 EVALUATION PROCESS AND CONTRACT AWARD

6.1 Compliance Review

Upon receipt of proposals, WA staff will review submitted proposals for completeness and technical compliance with the terms and conditions of the RFP. All proposals should adhere to the required format and, in order to be competitive, should include all of the requested information, all sections awarding points, completed forms, and attachments. **Proposals that do not include the following will be determined non- responsive and will not be considered for funding.**

- Statement of Qualifications (Page 6);
- Proposal Formatting (Section 4);
- Program Content (Section 4.5);
- Budget and Narrative (Section 4.7); and
- Conflict of Interest Disclosure (Section 6.9).

The WA reserves the right to reject any proposal submitted. The WA will remove any excess pages from proposals exceeding the stated limits before the proposals are distributed for evaluation.

6.2 Evaluation Criteria

The WA will put together an RFP Scoring Panel that could consist of WA staff, community leaders, board members and outside experts who will score and rank all proposals that meet the compliance requirements described in Section 6.1 Compliance Review. The RFP Scoring Panel will score and rank all responsive proposals using the criteria described within the RFP and make a recommendation for funding based on the evaluation scores.

Respondents may be asked to give a presentation about their proposal to the Scoring Panel. Not all Respondents may be given this opportunity. Respondents that qualify for presentations will be given thirty (30) minutes to highlight the different areas of their proposal. Respondents will then answer a series of questions from the RFP Scoring Panel. Respondents may not present any new information during the oral interview that is not included in their proposal. The individual designated as the authorized negotiator, the individual who will serve as the Program Manager, and other key personnel must be in attendance at the interview. The Respondent is limited to a presentation team of five (5) individuals.

RFP Scoring Methodology*	
Section 4.3: Title Page, Table of Contents, and Executive Summary	5
Section 4.4: Business Description and Qualifications	10
Section 4.5: Program Content/Design	50
Section 4.6: Program Elements	46
Section 4.7: Past Performance	10
Section 4.8: Cost Reasonableness of Proposed Budget	30
Total Available Points	151

6.3 Selection

The RFP Scoring Panel will recommend as the successful Respondents the organizations whose proposal is determined to best meet the needs of the WA, based on the evaluation criteria discussed above.

The selection of the successful proposal will be based upon information supplied by the Respondents in response to this RFP and upon other information that will be obtained by the RFP Scoring Panel, as deemed necessary. The lowest-cost proposal may not be determined to be the most responsive when all factors of evaluation of the proposal have been considered. However, the quoted budget will be an important factor in the determination of the successful proposal.

The WA reserves the right to negotiate with any Respondent after proposals are opened, if such action is deemed to be in the best interest of the WA.

6.4 Appeals Process and Access to Evaluation Information

The information below outlines the appeals process and procedure to access evaluation information. An appeal will

only be considered valid if there has been a violation of the one of the following criteria:

- The procurement process as outlined by the RFP was violated in some manner; and/or
- Federal, state, and/or WA procurement guidelines

An appeal would not be allowed:

- To contest individual scores, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above; or
- By those other than RFP Respondents.

The appeals process shall consist of the following steps:

- A written letter of appeal must be delivered to WA's Chief Operations Officer at chad@workforce-ks.com
- The written appeal shall specify evidence for valid appeal and the specific relief sought;
- The written appeal must be received by the WA within ten (10) business days from the date the RFP recommendation is first publicly posted on WA's website and notification letters are mailed to all respondents.
- A review panel shall have ten (10) business days to determine if the criteria for a valid appeal have been met. The decision of the review panel shall be final with no provision for reconsideration.

Access to Score Sheet and Comments

Individual score sheets and comments used during the evaluation process may be provided in the form of summaries as prepared by WA staff. Each individual score sheets will not be disclosed. These summaries will be provided to applicants of the RFP who submit a written request. Requests for this information shall be responded to within ten (10) business days of the LWDB reviewing the final contract recommendations and any appeals submitted. The purpose for releasing this information is for technical assistance and continuous improvement and not for purpose of an appeal.

6.5 Board Action

The RFP Panel's recommendation will be presented at the LWDB meeting and at a CEOB meeting to be announced. These dates are subject to change at the WA's discretion. Respondents are advised that the LWDB and the CEOB must approve the final selection, based upon the results of the evaluation process and the recommendations of the RFP Scoring Panel.

6.7 Contract Award

The LWDB will approve the final selection of the successful Respondent's proposal with contract negotiations and contract signing to follow.

These target dates are subject to revision. Once the successful Respondent is approved, arrangements will be made to begin contract negotiations and contract implementation. The term of the contract will be for thirty six (36) months with the option to extend the agreement for three (3) additional one-year periods based on need, performance and funding availability.

6.8 Negotiation/Contract

All Respondents must designate an authorized negotiator. The name and contact information for this person should be included on the title page of the proposal. This designated person must be empowered to make binding commitments for the successful Respondent and its subcontractors, if any. The WA reserves the right to negotiate the final terms of the contract agreements with the successful Respondent(s). Items that may be negotiated include, but are not limited to, the scope of work, the staff as proposed, budget, the implementation schedule and the final award amount.

6.9 Conflict of Interest

Respondents are required to list any and all individuals who contributed to the preparation of the proposal in the **Conflict of Interest Disclosure – Attachment E**. Disclosure of any actual or potential conflicts of interest relative to this RFP is required. **All Respondents must fill this out and submit if even if there are no actual or potential conflicts of interest.**

6.10 Ex-Parte Communication

It is the policy of the WA to prohibit ex-parte communication with any board member (CEOB, LWDB), WA staff, WA consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact board members or evaluators on matter related to this RFP risk elimination of their proposals from further consideration.

Any written communication to a board member or evaluator from potential Respondents will be distributed to all board members and evaluators. Collaboration with members of the various WA boards and committees on or about the proposal is a violation of the ex-parte communication rule. However, recognizing the value that such collaborations may bring to our system, WA has developed **Conflict of Interest Disclosure Form-Attachment E** to ensure that these types of arrangements do not place Respondents in jeopardy. **All Respondent must include a Conflict of Interest Disclosure Form- Attachment E, even if no real or potential conflicts exist.** Financial relationships with Respondents will disqualify a CEOB, LWDB, or WA staff member from participating in the discussion and voting to fund proposals and will also disqualify any individual from evaluating proposals.

NOTE: Under no circumstances may an individual who is part of the RFP Scoring Panel collaborate with any Respondent. All individuals on the RFP Scoring Panel will be asked to sign the “Conflict of Interest Certification for Request for Proposal” stating they have not collaborated with any Respondent.

6.11 Cooling Off Period

The WA, the LWDB and the CEOB shall not approve or contract with, and shall reject any bid or proposal submitted by, an individual or entity who within the preceding twelve (12) months was themselves or employs anyone who:

1. Is a current, dismissed, separated, or formerly employed person of the WA, and
 - a. Was employed in any position(s) of substantial responsibility in the area of service to be performed by the contract; or,
 - b. Participated in any way in the negotiations, transactions, planning, arrangements, or any part of the decision making process relevant to the proposed contract/service agreement, or was or is employed in a role of substantial responsibility in the same general subject area as the proposed contract; or,
 - c. Is an owner, officer, principal, partner, or major shareholder of the proposed Contractor.

This prohibition will apply to any qualified person(s) leaving employment of the WA, and will apply at all times during the twelve-month period beginning on the date the person left the employment of the WA. This policy will apply to procurements issued or contracts executed for program-related services. Potential Respondents must detail any Cooling Off Period disclosures on the required **Conflict of Interest Disclosure Form- Attachment E**. The CEOB may, upon a showing of special circumstances that would justify the approval of such a contract, waive this prohibition.

6.12 Communications

The WA takes sole responsibility for any and all outreach and distribution of information about the status of contracts and/or public relations matters to the media and/or other parties. Any and all media or information inquiries about the WA contracts and/or public relations matters should be immediately directed to the President and CEO Keith Lawing at Keith@Workforce-ks.com or 316-771-6600.

6.13 Insurance

A full line of business insurance will be required of all successful Respondents. Proof of insurance will be required as part of contract negotiation.

6.14 Contract Terms and Litigation Warranty

The WA will negotiate contract agreements with the successful Respondent(s). The WA's standard contract terms are included in the [Contract General Provisions - Attachment J](#). These will be the terms and conditions used by the WA in its contract, and will form the basis for contract negotiations.

The RFP, any addendums, and the Respondent's response shall also become part of the contract agreement between the WA and the Respondent. The WA is not responsible for oversights in this RFP that are not brought to the attention of the WA prior to starting contract negotiations. The Respondent shall indicate in its proposal any exceptions that the Respondent takes to the terms and conditions in [Contract General Provisions-Attachment J](#), or to any of the contents of this RFP. Contract terms required by the Respondent must be included or attached to the Respondent's proposal.

Respondents, by submitting a proposal, warrant that they are not currently involved in litigation or arbitration concerning their performance as it relates to the same or similar services to be supplied pursuant to the referenced contract and that no judgments or awards have been made against the Respondents on the basis of their performance in supplying the same or similar services, unless such fact is disclosed to the WA in the proposal(s). Disclosure will not automatically disqualify the Respondents; however, the WA reserves the right to evaluate proposal(s) on the basis of facts surrounding such litigation or arbitration. These will be reviewed and decided upon at the discretion of the WA.

6.15 Funding Warranty

Respondents, by submitting a proposal, warrant that in the preceding three (3) years they have not had one or more public transactions (federal, state, or local) terminated for cause or default.

6.16 Work for Hire

Respondent agrees that all intellectual properties created by the Respondent in the course of performance of Respondent's duties under a contract with the WA, including without limitation, all patentable and copyrightable inventions and recordings, in every format, are each a "work for hire" and are the sole and exclusive property of the WA, except as provided in 2 CFR 97.34 where it is the property of DOL.

In the event the contract does not qualify as a "work for hire" agreement, in partial consideration for the compensation paid to the Respondent pursuant to the contract, the Respondent hereby irrevocably assigns to the WA, on behalf of the State and DOL, in perpetuity, all of the Respondent's rights, title, and interest in and to all copyrights, patents, know-how, and other forms of intellectual property created by the Respondent in the course of performance of Respondent's duties under a contract with the WA.

Respondent agrees to execute any forms of assignment or transfer reasonably requested by the WA during or following the term of this Contract in order to evidence the foregoing agreement of the parties.

6.17 Restriction on Disclosure

Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

If Respondent does not mark information as confidential or proprietary, the WA will assume that Respondent believes such unmarked data should be released to the public.

Proposals will be received, maintained, and disclosed to the public consistent with the Kansas Open Meetings Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that the WA is required by law to make its records available for public inspection and copying, with certain exceptions (see Kansas Public Records Act, Section 1. K.S.A. 75-4317 and the Freedom of Information Act - 5 U.S.C. Sec. 552).

Proposals submitted in response to RFP, amounts actually paid by the government under a contract, and cost and pricing data incorporated into a contractual document such as line item prices, contract award prices, and modifications are released. Explanatory material and headings associated with costs and pricing data are normally released unless the Respondent can justify their deletion.

The WA will not notify Respondent of requests for release of information or that the WA released data unless the WA receives a request for information previously marked and identified by Respondent as confidential or proprietary. If the WA receives a request for release of such previously marked and identified confidential or proprietary information, the WA will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

Respondent, by submission of materials marked confidential or proprietary, expressly acknowledges and agrees that neither the WA nor the State of Kansas will have any obligation or liability to the Respondent in the event a court of competent jurisdiction compels the disclosure of these materials.

Any data to be returned should be so marked by Respondent and will be returned if not essential to the proposal or contract record.

7. ATTACHMENTS

Attachments are separate documents to this RFP and maybe downloaded from the WA's website www.workforce-ks.com.

- Attachment A - Workforce Alliance Local Area Regional and Geographic Boundaries Map
- Attachment B - Notice of Intent to Submit a Proposal
- Attachment C - WIOA Youth Program Elements
- Attachment D - Technology Requirements
- Attachment E - Conflict of Interest Disclosure
- Attachment F - Past Performance
- Attachment G - Period of Performance
- Attachment H - Budget Instructions
- Attachment I - Budget Worksheet
- Attachment J - Contract General Provisions
- Attachment K - Proposal Checklist
- Attachment L - Reference Material