



REQUEST FOR PROPOSALS

OHIO MEANS JOBS
LOCAL WORKFORCE AREA 20
Center OPERATIONS AND CAREERS SERVICES
WORKFORCE INNOVATION AND OPPORTUNITY ACT

*July 1, 2026, through June 30, 2027
with an annual option to renew through June 30, 2030*

Counties Included:
Fairfield, Hocking, Pickaway, Ross, and Vinton

Request for Proposal Release Date February 2, 2026
Notice of Intent to Propose Due February 19, 2026, 4 p.m. EST
Question and Answer Period February 12, 2026, to March 12, 2026, at 4 p.m.
Proposals Due March 26 at 4 p.m. EST

TABLE OF CONTENTS

	Page
Introduction to the Local Area	3
Introduction to WIOA	4
Request for Proposal Purpose and Period of Performance	5
Funding Information	7
Scope of Services	10
Additional Requirements	14
Proposal Content	15
Timeline and General Guidelines	20
Submission of Proposal	23
Proposal Evaluation and Selection	25
Attachments - Provided in PDF that is posted with this RFP	
Cover Page	A
Budget Form: OMJ Center Cost Sheet	B
Budget Form: Career Services Cost Sheet	C
Structure of MOU and Required Partners	D
Partner Allocation	E
Center Certification Process	F
Assurances and Certifications	G
Scoring Sheet	H

INTRODUCTION TO THE LOCAL AREA

The Ohio Area 20 Workforce Development Board hereinafter “Board” covers five Ohio counties including Fairfield, Hocking, Pickaway, Ross and Vinton and works in partnership with a Chief Elected Official from each of the Counties hereinafter “CEOs” to set the workforce policies for the region. The five participating CEOs comprise a five-person CEO Consortium that has an Intergovernmental Agreement. The Intergovernmental Agreement names the Fairfield County Office of Economic and Workforce Development as the Administrative Entity and Fiscal Agent for the Board. In its fiscal capacity the State recognizes the five counties as Area 21 while it is commonly referred to its administrative designation of Area 20 hereinafter “Area”.

The Area’s workforce system is designed to provide a full range of services and assistance opportunities to job seekers and employers.

Established under the Workforce Innovation and Opportunity Act hereinafter “WIOA” the Area’s OhioMeansJobs Centers hereinafter “Centers” offer referrals to employment, work-based learning opportunities, career counseling, job listings, recruitment and incentive services to employers, access to training programs, and similar employment-related services.

In addition, the Area also has a business service approach to work directly with employers to meet their specific staff needs at no cost to the employer. Services available to employers include online posting of job vacancies, screening of applicants, job seeker resume searches, applicant referrals, individual hiring events and job fairs, training subsidies, access to interview space within local offices, video conferencing accessibility for long distance interviews, and Rapid Response assistance to employers dealing with layoffs or company closure.

INTRODUCTION TO WIOA

This Request for Proposal was prepared based upon the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance. This Federal Law was implemented to consolidate, coordinate, and improve employment, training, literacy and vocational rehabilitation programs in the United States. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Mandatory core program partners include: Adult/ Dislocated Worker/Youth, Wagner-Peyser, Adult Education and Literacy, and Vocational Rehabilitation along with required partners specified in the Act. Respondents are strongly encouraged to read Training and Employment Guidance Letter 04-15 issued by the U.S. Department of Labor that outlines the vision for the One-Stop system under WIOA.

The three hallmarks of WIOA include:

1. The needs of businesses and workers to drive workforce solutions, and local boards are accountable for this within the communities they serve.
2. One-Stop Centers provide excellent customer–centric services and focus on continuous improvement; and,
3. The workforce system supports strong regional economies and plays an active role in community and workforce development.

WIOA is built around the following key principles:

- Increase access and opportunity, particularly for those individuals with barriers to employment, to ensure success in the labor market.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages, and to provide employers with the skilled workers they need to succeed in a global economy.
- Promote improvement in the structure and delivery of services to better address the employment and skill needs of workers, jobseekers, and employers and increase the prosperity of workers and employers and the economic growth of communities, regions, and states, and the global competitiveness of the United States.
- Provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention and earnings of participants, and increase attainment of recognized postsecondary credentials by participants.

REQUEST FOR PROPOSAL PURPOSE AND PERIOD OF PERFORMANCE

This Request for Proposal seeks an operator(s) for the Area 20 OhioMeansJobs Centers and service provide(s) for career services as described in this Request for Proposal. The Area 20 Workforce Development Board will select a One-Stop Operator hereinafter “Operator” and an Adult and Dislocated Worker career service provider hereinafter “Career Services” for Fairfield, Hocking, Pickaway, Ross, and Vinton counties. The Operator must have a minimum of one physical location in each county. The Operator must also offer Career Services.

The due date for notification of intent to submit a proposal is February 19, 2026, and the deadline for proposal submission is March 26, 2026. The contract(s) will be rewarded for July 1, 2026, through June 30, 2027, with three one-year option renewals at the discretion of the CEO Consortium and the Board. Each proposal must identify the county or counties included in the proposal and breakout costs by county. Each proposal must identify the county or counties included in the proposal and breakout costs by county. In other words, an allowable entity may bid on Operator and Career services in each of the five counties individually, all five counties in their entirety, or a combination of counties. We understand that getting awarded multiple counties may result in a cost savings on line items within a budget due to spreading costs across counties. If that is the case, please provide information on how an award of multiple counties would impact the submitted county specific budgets.

In the event no qualifying bids are received for one or more of the counties, the Board will require a selected Operator to serve in the relevant county(s) as well. In such an instance, the Board will negotiate the terms of the additional services and a revised budget with the selected Operator to include the additional costs and will amend the contract accordingly.

Entities eligible under the WIOA to propose include: for profit entities and non-profit organizations, including but not limited to governmental entities, community based agencies, educational institutions (excluding traditional elementary and secondary schools), and faith-based organizations. A consortium of three or more partner organizations may also bid as long as the proposal clearly delineates the lead organization from the roles and functions it will provide.

The successful Respondent will have a proven record of accomplishment in providing Operator and Career Services included in this Request for Proposal and experience in working with targeted populations specified in the WIOA.

Area 20 Board may decide not to fund part or all of a proposal even though it is found to be in the competitive range, if in the opinion of the Board, the services proposed are not needed or the costs are higher than the Board finds reasonable in relation to the overall funds available. Area 20 Board may choose not to award a contract to the lowest cost Respondent or the highest rating when taking into account other factors in balancing services to job seeker and employer customers.

The Board's selection committee may choose to conduct a site visit to establish that a respondent is capable of conducting and carrying out the provisions of the proposed contract.

Evaluation criteria, anticipated funding, and scoring parameters are included in this Request for Proposal document.

FUNDING INFORMATION

WIOA funding allocation exact figures will not be known until the State of Ohio releases them for the upcoming program and fiscal years. For the purposes of this Request for Proposal, Respondents should base their budgets on the following figures:

County	Title I Adult Funds	Title I Dislocated Worker Funds	Title I Total Funds
Fairfield	\$240,509	\$118,196	\$358,705
Pickaway	\$142,408	\$38,440	\$180,848
Hocking	\$60,527	\$31,424	\$91,951
Ross	\$168,423	\$87,442	\$255,865
Vinton	\$34,210	\$17,761	\$51,971
TOTAL	\$646,077	\$293,263	\$939,340

The Area Board wants to provide the best possible services to individuals in the Area seeking employment and training to gain the skills and knowledge to meet the needs and expectations of local employers to have a qualified workforce. Funding for the centers is a combination of WIOA funds as well as partner funds that are secured through a Memorandum of Understanding hereinafter "MOU". A separate budget should be created for the Career Services and Operators portion of this Request for Proposal. The Operator budget should include total operating costs and note which expenses will be allocated back to partner agencies through an MOU. Therefore, total funding needed for Career Services and Center operations may exceed the above amount, with through allocations of partners or through the respondent's general funds, separate from WIOA.

As indicated above, the Career Services and Operator must be bid on together and can be proposed by each individual county, all counties as a whole or a combination of counties with the Area.

The initial contract will be a one-year contract beginning July 1, 2026, with three one-year option renewals at the discretion of the Board and CEO Consortium. Each year will start at the beginning of the WIOA program year on July 1st. The funding amount may increase or decrease during subsequent years of operation based on the funds available and provider performance. Contracts will detail the terms for renewal. There will be a minimum 90-day notice for renewal. Levels of funding shall not be considered final until all respondent appeals, if any, are decided. Respondents will be notified of an award in writing as soon as a decision is known and approved by the Board and CEO Consortium.

The total proposed expenses of the respondent's line-item budget for the initial year of services beginning July 1, 2026, must be less than or equal to the estimated total funding and individual county funding available for this Request for Proposal as shown above. The exception is the Center funding that will be allocated back to partner agencies. Budget forms are provided with this Request for Proposal in Attachments B and C.

Disallowed Costs

All liability for WIOA funds expended will remain with the selected Respondent in each County for any payment determined to be disallowed for any reason.

Adult/Dislocated Worker Training Expenditures

Regarding all expenditures for training and otherwise, the selected Respondent in each County will be responsible for determining customer eligibility and suitability for enrollment into a WIOA training activity.

Administrative and Program Costs

The selected Respondent for Operator and Career Services in each County will be responsible for tracking and reporting costs per WIOA law and regulations.

The maximum amount to be used for Administrative costs is 8%. Administrative costs include the following:

- General administrative functions such as accounting, financial and cash management, procurement, property management, personnel management, and payroll;
- Audit functions and those duties associated with coordinating the resolution of findings originating from audits, monitoring, incident reports, or other investigations;
- General legal services;
- Oversight and monitoring of administrative functions;
- Goods and services used for administrative functions;
- Developing systems, including information systems, related to administrative functions; and
- The cost of awards made to sub-recipient or vendor organizations for administrative services of the awarding agency such as a payroll service for staff or participants.

Program costs are all other costs related to the *direct provision of workforce investment services, including services to participants and employers*.

Respondents should put an emphasis on maximizing program costs.

Allocated Costs

Respondents must describe the allocation base they will use in their budget narrative. For example: direct hours worked, square footage usages, full-time staff equivalency number, etc. The allocation base must describe the existing or anticipated methodology to be used to prorate common or shared operating costs among projects such as rent, utilities, copiers, maintenance, janitorial, supplies, receptionist, fiscal staff, management and any factor providing benefit to multiple funding sources.

Indirect Costs

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. All indirect costs projected by your organization should be noted in the budget and be in accordance with Federal Uniform Guidance. Respondents should include an approved Indirect Cost Rate Letter.

Profit/Management Fee

Only commercial for-profit companies/organizations may incorporate profit or a management fee into their budget. Profit and management fees must be contained in a single line item within the budget with a maximum allowable profit (NIBT) of 6% of the total funding requested by County.

SCOPE OF SERVICES

OPERATOR

The Board has determined the role of the Operator will be focused on the management of the Center(s), the coordination of partner activities therein, as well as Career Services detailed below.

The Board will work in an advisory role to the Operator. Duties of the Operator must include but are not limited to the following:

- Develop and execute an outreach and recruitment plan in conjunction with the Board to inform potential adult and dislocated worker job seekers as well as business customers about Center services;
- Make routine purchases of supplies and services to ensure proper levels of equipment, tools, and materials for the Center resource room services;
- Work with Area Board staff to design and implement the integration of partners' staff and systems;
- Coordinate all partner personnel at the Center to ensure adequate staffing to meet customer needs;
- Ensure support is provided to individuals that need help with basic computer skills;
- Coordinate job fairs and other hiring events;
- Determine Center workshop needs and identify resources to deliver them;
- Establish, in consultation with core program partners, operational procedures including days and hours of operation, safety and security protocol, and system for making and tracking partner referrals;
- Gather and report customer feedback and compile for a quarterly report to the Board;
- Develop partnerships within the Center to function as a multi-agency team;
- Incorporate OhioMeansJobs and the slogan "a proud partner of the American Job Center network" in all branding and adjust as required by Federal, State or Board mandate;
- Maintain Equal Employment Opportunity (EEO) compliance;
- Ensure the Center is in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and are easily accessible to individuals with disabilities;
- Monitor Career Services and Youth Services once per quarter for all WIOA programmatic compliance, including eligibility requirements;
- Ensure that all partners co-located at the Center implement and execute a priority of service for qualifying Veterans and/or their eligible spouses, following parameters approved by the Board;
- Train staff continually to ensure the ability to perform their respective roles, understand policies and procedures, and function within the culture of the organization and community;

- Maintain acceptable technology to improve efficiency and communication with clients, partners, and the public. Mandatory items include software and equipment in the resource room, online testing sites, and case management software. Preferred items include a local system website and social media approved by the Board.
- Attend Area meetings as requested by the Board or representatives of the Board;
- Collect and provide core partner performance data quarterly to the Board in a format agreed upon by the core partners;
- Assist the Board in developing and executing MOUs between core and required partners that specify how system costs are shared, how costs are allocated, and which organizations are contributing in-kind services or other resources:
 - The establishment of a One Stop delivery system is addressed in Section 121 of the WIOA Act. The One Stop partners are identified by funding source at 121(b). Partners jointly fund the Center and the Operator based on the MOU in 121(c). Attachment D illustrates the structure of the MOU and lists the required partners. Not all partners are available in all counties therefore partnership is only required if the partner covers any portion of the County. Attachment E illustrates how the partner can allocate by partner agency. This is not mandatory and will need to be a negotiated part of the MOU. The successful respondent must be actively involved in finalizing the updating the MOU.
- Approve and pay invoices for Center costs;
- Coordinate payments with other Center partners;
- Manage fiscal requirements and prepare monthly reports;
- Supply a quarterly fiscal report that estimates spending through the end of the program year;
- Ensure data integrity and maintain confidentiality;
- Notify the Board staff after confidential data has been destroyed;
- Track and manage costs of the Center including personnel costs, infrastructure and other shared costs under the executed MOU, and administrative and other costs are not shared by partners;
- Identify a physical site in each County awarded to operate as the Center. Locations must be approved by the Board or its representative prior to entering an agreement for the property;
- Provide furniture and equipment; and
- Secure insurance for the Center.

The Operator is prohibited from the following activities:

- Convene system stakeholders to assist in the development of the local integrated WIOA plans;
- Prepare and/or submit the local integrated WIOA plans;
- Oversee the workforce system;
- Manage or significantly participate in the competitive selection process for the Operator;
- Select or terminate an Operator, Career Services, or WIOA Title I Youth Services Provider(s);
- Negotiate local performance accountability measures;
- Develop or submit a budget for activities of the Board;
- Have a conflict of interest. Per WIOA and TEGL 15-16 it is required that any real or potential conflicts of interest associated with the One-Stop Operator are disclosed arising from the relationships with other Area service providers, family members, partners, and others and that the appropriate firewall exists as required.

A locally identified team certifies Centers. The State of Ohio has issued the certification process that can be found in Attachment F. Fairfield County and Ross County are comprehensive Centers in the Area. The Operator in Fairfield and Ross Counties are expected to maintain a fully certified One-Stop system. Hocking, Pickaway, and Vinton Counties may be operated as Affiliate Centers. The certification process may change annually based on the State of Ohio rules.

CAREER SERVICES

The duties associated with Career Services at the Centers include but are not limited to:

- Develop and execute a plan to conduct outreach and recruitment of job seekers;
- Develop and execute a plan to communicate with local businesses and understand their needs for recruitment of in-demand jobs;
- Provide or arrange provision of other support services to businesses as needed;
- Ensure the provision of all required WIOA career services to customers including meeting minimum enrollment benchmarks for special populations as may be required. This could include participants with disabilities, ex-offenders, or veterans, etc.;
- Provide workshops on work readiness as well as job search, interviewing, and basic job skills;
- Help job seeker customers with career exploration and job search activities;
- Participate in job fairs and other hiring events;
- Assess customers' skills, abilities, and aptitudes;
- Determine customers' eligibility for Title I WIOA funding;
- Identify customers' supportive service needs;

- Refer customers to partner programs and ancillary services as appropriate;
- Develop the Individual Employment Plan with job seekers and follow through to make sure the plans are executed and progress and/or modifications are documented;
- Enroll and coordinate work-based training activities for WIOA Title I participant training activities, including Individual Training Accounts, Work Experiences, Internships, On-the-Job Training, Customized Training Incumbent Worker Training, Pre-Apprenticeships and Registered Apprenticeship Programs.
- Provide career planning/case management and follow-up services;
- Utilize standardized forms and ensure forms are completed, accurate, and maintained;
- Maintain staff certifications for required assessment tools;
- Ensure Board strategic initiatives are implemented;
- Participate in partner collaboration meetings;
- Ensure the proper use of the State of Ohio's client tracking and case management system;
- Collect and report WIOA performance information as requested by the State of Ohio, the United States Department of Labor, and the Board;
- Gather and report customer feedback and summarize it quarterly for the Board;
- Manage fiscal requirements and prepare monthly and quarterly reports;
- Ensure there are no conflicts of interest with any clients or vendors;
- Fulfill State of Ohio and Area mandates and follow through on all requests from the Board;
- Comply with sections 8301 and 8303 of the Buy American Act; and
- Ensure data integrity and maintain confidentiality.

ADDITIONAL REQUIREMENTS

CIVIL RIGHTS COMPLIANCE

Respondents must ensure equal opportunity to all individuals. No individual in Area shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

Respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act. All grievances arising out of WIOA or this Request for Proposal must be filed according to the Board established grievance procedures.

CONFIDENTIALITY AND SECURITY

Any selected provider, subcontractor, or independent contractor engaging in any service for BOARD that comes into contact with confidential information is required to hold confidential such information.

FINANCIAL COMPLIANCE

Selected providers shall comply with the Administrative Rules and Costs Limitations of the Federal Register, U.S. Department of Labor, and WIOA. Provider is required to have an A133 audit completed annual, pursuant to WIOA rules and regulations.

AVAILABILITY OF FUNDS

This Request for Proposal is conditioned upon the availability of Federal, State, or local funds that are appropriated or allocated for payment of the proposed services. If, at any stage of this Request for Proposal and resulting contracting process, funds are not allocated and available for the proposed services as projected in this Request for Proposal, the contract will terminate concurrent with the notice of reduction/termination of funding. The Board will notify the Respondent at the earliest possible time if this occurs.

Should additional funding become available during the term of the contract, the Board reserves the right to revise the contract to increase its value.

POLICY AND REGULATION CHANGES

This Request for Proposal is conditioned upon Federal, State, and/or local policies and regulations. If, during any stage of this Request for Proposal and resulting contracting process, policy changes occur that would impact how and which services are provided, the Board reserves the right to terminate concurrence with the notice of the policy or regulation change(s). The Board will notify the Respondents at the earliest possible time if this occurs.

PROPOSAL CONTENT

COVER PAGE

Proposals must provide the name of the entity proposing, corporate address, contact person/title/phone number/email, and the County or Counties proposing for Operator and Career Services. The cover page must include the signature of the authorized authority to sign on behalf of the Respondent.

ORGANIZATION INFORMATION: CURRENT AND PROPOSED

- I. Provide the following information in this order:
 - a. List the County(s) you are proposing to serve for Operator and Career Services.
 - b. Describe your organization, its history, and a description of experience relevant to the proposed program design(s).
 - c. Describe any specific Ohio experience relevant to the proposed program design(s) and include contact information as an attestation of experience.
 - d. Describe your current organization's structure including a comprehensive organizational chart, names and titles of owners/leadership, and members of your Board of Directors if applicable (if not, indicate you do not have a Board of Directors).
 - e. Describe your proposed organizational structure if awarded this contract. Include an explanation if any staff will be multi-funded through Operator and Career Services and the percentages of time in each role.
 - f. Include job descriptions and resumes for key personnel as an attachment. Include knowledge, skills, and experience related to the requirements in this Request for Proposal.
 - g. Provide a comprehensive list of current workforce system contracts including State, Local Workforce Area, Counties, Funding Streams, Funding Levels and Number of Years of contract.
 - h. Describe your organization's experience with managing Federal funds including experience fiscal staff employed by your organization have in administering Federal funds and how your organization ensures compliance with Federal Financial Management Standards.
 - i. Provide a list of any workforce system contracts that have been cancelled prior to the end of the contract within the last five years.
 - j. Indicate whether your organization has ever been placed under a corrective action plan regarding employment and training programs in the last five years and the resulting remedy.
 - k. Describe your organization's hiring process for this contract including recruitment, interviewing, initial training, and capacity building/professional development activities. Indicate whether existing staff will be provided an opportunity to interview and/or if you would provide an option for a probationary period for existing staff to make a decision on regular employment with your organization.

- I.
 - I. Indicate the timeframe expected for onboarding new staff and the anticipated timetable for gaining proficiency in their hired positions.
 - m. Describe any alternative or leveraged resources or in-kind contributions that your organization will commit to the Area. Include the source and dollar value.
 - n. Provide a 60-day transition plan to begin services on July 1, 2026, including staffing, space, customer caseloads, and marketing.
 - o. Provide three references for current or recent past projects that are similar in scope and size of the services your organization is applying for under this Request for Proposal. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of the services provided.
- II. PROPOSED CENTER OPERATIONS
 - a. Provide an outreach and recruitment plan to inform individuals and businesses about services available at the Center.
 - b. Describe how you will work with partners to incorporate an integrated customer flow at the Center.
 - c. Detail your plan for appropriate staffing for the Center including the resource room and workshops to meet customer needs.
 - d. Describe how you will coordinate job fairs and other hiring events. Include virtual possibilities.
 - e. Describe how you will develop and implement internal operational policies and procedures for the Center.
 - f. Detail how customer feedback will be captured and report to the Board.
 - g. Detail how you will work with partners to develop and implement a referral tracking system for the Center.
 - h. Describe how you will utilize technology to enhance and improve the customer experience regarding services.
 - i. Describe how EEO and Americans with Disabilities Act compliance will be ensured.
 - j. Explain how you will follow the order of prioritization in service policies and how you will ensure adherence to those policies.
 - k. Describe your process for monitoring the Adult and Dislocated Worker Services and Youth Services for WIOA Title I programmatic compliance.
 - l. Describe how you will coordinate professional development to Center partners.
 - m. Detail how you will track and report Center performance to the Board and as requested from others.
 - n. Describe how you will identify any new or alternative access points for job seeker and/or business customers.
- III. PROPOSED CAREER SERVICES
 - a. List and describe workshops your organization could provide at the Center and how the workshops would be delivered.

- b. Describe the intake process including eligibility determination and registration in the State's database.
- c. Describe how non-WIOA eligible individuals will be assisted.
- d. Detail how career planning and career development will be provided to participants to help identify and attain appropriate career goals. Consider diverse target populations and unique needs.
- e. Describe assessments you will use to identify academic, employability and occupational interests, aptitudes and skill levels, personal development and support service needs.
- f. Describe how you will create and maintain case notes.
- g. Describe how Individual Employment Plans will be developed that address barriers to employment. Include the use of SMART goals: specific, measurable, achievable, relevant, and time-based.
- h. Detail any essential skills opportunities you will provide to jobseekers that need life and work readiness skills.
- i. Describe how you will incorporate career pathways and sector strategies in your program designs. Include how you will approach Adult Education and Literacy activities to ensure access to career pathways.
- j. Explain how you will determine if a participant is eligible and suitable to enroll into a training program.
- k. Describe experience you have with pre-apprenticeships and/or registered apprenticeships.
- l. Describe services you will provide to business customers and how you will build community business partnerships.
- m. Describe how and what follow-up services will be offered to exited participants.

IV. INSURANCE CERTIFICATION

- a. Acknowledge you will provide prior to the effective date of the contract, a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars and completed by your authorized insurance representative with effective dates on or before the start of the contract and a written endorsement with Board named.
- b. During the contract and for such additional time as may be required, acknowledge you shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering your activities for the Area as well as those activities of any and all subcontractors or those activities anyone directly or indirectly employed by your organization or subcontractor or by anyone for whose acts any of them may be liable.
- c. Respondent shall agree to the items listed in Attachment G of this Request for Proposal entitled Assurances and Certifications. The document shall be signed and dated and included with the proposal.

V. AUDITS

- a. To demonstrate fiscal integrity the Respondent must include copies of the two most recent independent annual audit reports with a statement of cash flow for the 2025 calendar year. For sole proprietor or for-profit entities, include copies of the two most recent year's federal income tax returns and the most recent year-end balance sheet and income statement.
- b. If no audited statements are available, supply equivalent financial statements certified to fairly and accurately reflect the financial status. Failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. Confidential information such as the tax identification number should be redacted.

VI. INDIRECT COST PLAN

- a. Indirect costs are incurred by an organization that does not directly benefit any one program or project, but indirectly supports all aspects of the organization. Indirect costs to be used by your organization should be noted in the budget and be in accordance with the Federal Uniform Guidance. Include an approved indirect cost rate letter with this proposal.

VII. SUBCONTRACTING AND CONSORTIUM ARRANGEMENTS

- a. The lead organization must be identified.
- b. Describe in detail and include roles and responsibilities if you plan to hire or use outside services, subcontractors, or consultants. If none, indicate you do not plan to hire outside services, subcontractors, or consultants.
- c. Describe in detail if you plan to use a consortium arrangement in connection with the work in this Request for Proposal. If none, indicate you do not plan to use a consortium arrangement.

VIII. ANNUAL EXPENDITURE AND OBLIGATION REQUIREMENTS

- a. Timely investment of funds in the local area is of key importance to the Board. Therefore, acknowledge if your organization is a successful Respondent, you will comply with the following guidelines regarding obligation of funds. If these obligation goals are not achieved the Fiscal Agent for the Board has the discretion to shift funds to other counties for their use. The guidelines may be adjusted on the Area fiscal policy.
 - i. 100% of all carry-forward funds must be fully expended or obligated by December 31 of the second year of the funding life cycle, which will be reflected on the January upload. If less than 100% is achieved, the respective County may be required to release the unobligated balance. Area Fiscal Agent would have the right to recapture the unobligated balances not voluntarily released.

- ii. 100% of all carry-forward funds must be fully expended by March 31 of the second year of the funding life cycle, which will be reflected on the April fiscal upload. If less than 100% is achieved, the County may be required to release the unobligated balance. The Area Fiscal Agent would have the right to recapture unobligated balances not voluntarily released.

IX. COST PROPOSAL

- a. Use the budget forms included in this Request for Proposal as Attachment B & C to provide a cost proposal for the services proposed in the narrative proposal. Once a Respondent notifies the Board of intent to submit a proposal the budget forms will be provided as spreadsheets to assist the ease of completion.
- b. Include a narrative that describes each line item included in the budget. Include a description of how costs were calculated.
- c. Describe your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis. Detail the adequacy of the primary funding so that the organization is not dependent on WIOA funds alone for ongoing operations.
- d. Describe the internal controls in place to compare actual expenditures with contract budgets and to ensure required expenditure levels are met.
- e. Describe how your organization will account for costs that may be disallowed.
- f. Describe how WIOA funds will not supplant other State or Federal funds.

Timeline and General Guidelines

TIMELINE

Event	Date/Time Due (all times are EST)
Request for Proposal Issued	February 2, 2026
Question and Answer Period	February 12, 2026 – March 12, 2026, at 4 p.m.
Notice of Intent to Propose	February 19, 2026, at 4 p.m.
Proposal(s) Due	March 26, 2026, at 4 p.m.
Selection of Award(s)	By April 23, 2026
Notification to Respondent(s)	By April 30, 2026
Contract Negotiation Complete	May 15, 2026
Start Date of Contract	July 1, 2026

REQUEST FOR PROPOSALS CONTACT

All questions or inquiries must be emailed to area20rfp@fairfieldcountyohio.gov. No phone calls or texts are allowed.

INTENT TO PROPOSE

Respondents are required to email their written notice of intent to propose to area20rfp@fairfieldcountyohio.gov no later than February 19, 2026 at 4:00 p.m. eastern time. Include the organization/company name and address, contact name, title, and email address. State the County or Counties you will be submitting a proposal for. The contact person will receive an email that acknowledges the receipt of the intent to bid and provides attachments B and C (the budget spreadsheets).

QUESTIONS AND ANSWERS

Prospective Respondents desiring an explanation or interpretation of any part of this Request for Proposal or its specifications must email their questions to area20rfp@fairfieldcountyohio.gov between February 12, 2026 and March 12, 2026 at 4:00pm. Include a reference to the applicable page number and section of the Request for Proposal. All questions and answers will be posted to www.scoworkforcepartnership.org within 48 hours. All respondents should check the website regularly for the updated Q&A document. You will find the Q&A under the RFQ/RFP tab.

After February 19, all responses will be shared with all Respondents who have submitted an Intent to Propose.

ADDENDA TO REQUEST FOR PROPOSAL

During the proposal process the BOARD may modify this Request for Proposal by the issuance of one or more addendum(s), up to ten business days preceding the proposal due date. Modification(s) or amendments(s) will be issued as an

addendum to the Request for Proposal and will become a part of the contract document. Any addenda issued for this Request for Proposal will be posted before 4 p.m. on March 16, 2026, at www.scoworkforcepartnership.org. All Respondents submitting An Intent to Propose will be notified via email of any addenda.

PROPOSAL WITHDRAWAL

Respondents may withdraw their proposal(s) at any time before the Board makes its selection of provider(s) by submitting a written notice to the Board by emailing area20rfp@fairfieldcountyohio.gov. Withdrawal of a proposal after the award selection(s) exposes a respondent to legal liability for sanctions, including costs for re-procurement, or may result in a contract being awarded to the next selected respondent.

PROHIBITED CONTACTS

The integrity of the Request for Proposal process is very important to the Board and the CEO's. Behavior by Respondents that violates or attempts to manipulate the Request for Proposal process in any way is taken very seriously. Respondents or their representatives shall not discuss the Request for Proposal with individuals associated with the process except as noted in this Request for Proposal. If any Respondent attempts any unauthorized communication regarding the Request for Proposal the Respondent's proposal is subject to rejection.

Individuals associated with this Request for Proposal include, but are not limited to the following:

1. Public officials including but not limited to Commissioners of Fairfield, Hocking, Pickaway, Ross, and Vinton counties.
2. Board members

EXISTING OR PENDING LEGAL ACTION DISCLOSURES

Disclose any existing or pending or threatened court actions and/or claims against the respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.

COST OF DEVELOPING PROPOSAL

No costs will be paid to the Respondent to cover proposal preparation or procurement of a contract for services or supplies pursuant to this Request for Proposal.

All materials submitted in response to this Request for Proposal becomes the property of the BOARD and may be returned only at the Board's option and at the Respondent's expense.

FALSE OR MISLEADING STATEMENTS

If, in the opinion of the Board, information included within the Respondent's proposal was intended to mislead the Board in its evaluation of the proposal, the proposal will be rejected.

ACCEPTANCE AND REJECTION OF PROPOSALS

The BOARD reserves the right to:

1. Award a contract for one or more the counties in the area;
2. Award a contract for the entire jurisdiction of the Area;
3. Require a selected Operator to serve a neighboring county or counties if no qualifying bids are received for that county or counties. In such an instance, the Board will negotiate the terms of the additional services and a revised budget with the selected Operator to include the additional costs and will amend the contract accordingly.

The decision by the full Board shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the Request for Proposal documents or excuse the Respondent from full compliance with its specifications if Respondent is awarded the contract.

SUBMISSION OF PROPOSAL

PROPOSAL SUBMISSION

By submitting a proposal, the Respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the Respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations, and applicable laws.

Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to ORC 149.43. Any portion of the proposal to be held confidential should be marked “proprietary” in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.

PREPARATION AND NUMBER OF COPIES

Proposals shall be submitted electronically to area20rfp@fairfieldcountyoio.gov. All included documents must be clearly labeled and the RE must say “Fairfield County Proposal for OSO and CS”. If there is more than one email submitted the RE should also include how many. For example: “Fairfield County Proposal for OSO and CS – Email 1 of 3”.

The proposal must include a cover page that bears the signature of the individual authorized to sign financial commitments for the Respondent. It is acceptable to scan in supportive documents required such as the financial statements and the original signature cover page.

Narratives from Proposal Content above beginning on page 14 and ending on page 18 should be on 8 ½ x 11 pages, single spaced with Times New Roman font, 12-point. Respondents may use Microsoft Word and Microsoft Excel in the completion of the proposal.

Follow the format and sequence provided in Proposal Content above beginning on page 14 and ending on page 18. There is no page limit but keep the proposal content relevant and reasonable in length. Attachments should be clearly marked at the end of the narrative section of the proposal.

Proposals must be received at area20rfp@fairfieldcountyoio.gov by 4 p.m. EST on March 26, 2026. Once received, proposals cannot be altered; however, the BOARD reserves the right to request additional information or clarification at any time up to the selection being made.

The proposal must be organized in the following manner:

Cover Page	Cover Page Form is provided as Attachment A and must be signed and dated prior to scanning with proposal
Table of Contents	A description of the information contained in the proposal with related page numbers and a list of attachments.
Proposal Narrative	Responses to the requirements on page 15 through page 19 of this Request for Proposal
Required Attachments	<ul style="list-style-type: none">• Organizational Charts• Job Descriptions• References• Insurance Requirements• Assurances and Certifications• Indirect Cost Plan if Applicable• Letters of Commitment from Subcontractors and/or Consortium Members if Applicable• Last Two Years of Audits and/or Balance Sheets & Income Statements
Budget	Complete and submit provided budget forms provided in the Request for Proposal Attachments B and C

PROPOSAL EVALUATION AND SELECTION

A committee comprised of members of the Board has been assembled. Board staff will conduct an initial review of submissions to validate all required documents have been included. All Respondents will be notified via email to the contact name the results of their technical evaluation. Respondents whose proposals have been rejected have the right to protest the decision.

Electronic copies of the proposals will be sent to the committee for review and scoring. The scoring sheet can be found as Attachment H in this Request for Proposal package. Review committee members will determine if additional information is required to complete the evaluation process

A Respondent's score must achieve a minimum of 75 to be awarded a contract. The review committee will make a recommendation to the Board and final selection will be made by April 23, 2026, and notification will be sent to all Respondents by April 30, 2026. The Board reserves the right to adjust dates as deemed necessary. Changes in any dates that directly impact Respondents will be forwarded to each Respondent via email to the listed contact person.

Proposal selection does not guarantee a contract for services will be awarded. All respondents will be notified of the selection(s) by April 30, 2026. The Board Administrative Agent will work with the selected Respondent(s) to finalize the details of the contract to be executed between the Board and successful Respondent.

If the Board and the selected Respondent(s) successfully agree with the contract terms, the Board Administrative Agent has the final authority to approve and award contracts.

If the Board and selected Respondent(s) are unable to come to terms regarding the contract in a timely manner as determined by the Board, then the Board will terminate the contract discussions with the Respondent. In such an event, the Board reserves the right to either select another Respondent from the Request for Proposal process, or cancel the Request for Proposal altogether, or reissue the Request for Proposal as deemed necessary.