REQUEST FOR PROPOSALS

One-Stop Operator

Issued – February 10, 2022

Letter of Intent Due to Workforce Snohomish – March 21, 2022
Response Submissions Due to Workforce Snohomish – March 31, 2022

$200,000

The funding amount is for proposal purposes only. Dollars are based on estimated PY21 WIOA funding allocations and are likely to change upon the release of PY22 WIOA funding allocations.

Proposed Agreement Period: July 1, 2022 – June 30, 2023, with an option to renew for an additional three (3) program years for a total of four (4) program years (through June 30, 2026)

Future Workforce Alliance and Workforce Snohomish are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.
Table of Contents

SECTION 1: INTRODUCTION ......................................................................................................................... 3
  FWA, mission, vision, values, and strategies ............................................................................................. 3
  Workforce Snohomish ................................................................................................................................. 4
  Workforce Innovation and Opportunity Act (WIOA) ............................................................................. 4
  WorkSource Snohomish County .................................................................................................................. 4

SECTION II: ONE-STOP OPERATOR REQUEST FOR PROPOSALS ............................................................ 5
  One-Stop Operator ................................................................................................................................... 5
  Conflict of Interest and Service Provider Firewall .................................................................................. 7

SECTION III: RFP PROCESS ............................................................................................................................ 8
  Letter of Intent ........................................................................................................................................... 8
  RFP Response ............................................................................................................................................ 8
  RFP Timeline: .......................................................................................................................................... 11

SECTION IV: ADDITIONAL CLAUSES ........................................................................................................... 11
  Award Period ............................................................................................................................................ 11
  Cost of Preparing Proposals ..................................................................................................................... 12
  Withdrawals ............................................................................................................................................. 12
  Clarification Procedures ............................................................................................................................. 12
  Evaluation Process .................................................................................................................................... 12
  Protests of Contract Awards ....................................................................................................................... 14

SECTION VI: CONTRACT SPECIFICATIONS .................................................................................................. 14
  Award of Contract .................................................................................................................................... 14
  Debarment and Suspension ....................................................................................................................... 14
  Limitation .................................................................................................................................................. 14
  Cancellation of Award ............................................................................................................................... 15
SECTION 1: INTRODUCTION

Future Workforce Alliance (FWA), serving as the Local Workforce Development Board (LWDB) of Snohomish County, and Workforce Snohomish, serving as the local board’s fiscal agent, are seeking proposals from qualified organizations, with demonstrated expertise and capacity in providing transformative, innovative business practices that reinforces our mission, vision, and values to serve as the One-Stop Operator for the Snohomish County’s America’s Job Center Network (AJC), also known as WorkSource Snohomish County.

The intent of this RFP is to solicit proposals from quality-focused, outcome-driven, customer-centered individuals or organizations that will achieve the vision of a regionally integrated, job-driven service delivery system that meets the needs of our regional economy.

FWA, mission, vison, values, and strategies
The Snohomish County Future Workforce Alliance (FWA) was designated in February 2020 to serve Snohomish County as the Local Workforce Development Board (LWDB). Created to formulate strategies to strengthen local businesses, support workers, and assist unemployed residents to transition and advance in the workplace successfully, the FWA remains focused on providing leadership and fostering collaboration. The FWA strives to achieve a resilient and proactive approach to establish a gold standard workforce development ecosystem built through coordination and evidence-based data grounded in diversity, equity, and inclusion for all.

The FWA is committed to maintaining an inclusive, transparent, and diverse board that represents its population and nurtures a sense of belonging within and among the labor force. This creates an opportunity for active participation as board members, committees, and working groups advance strategic priorities and help implement actions and tactics to drive positive change within the workforce development system.

Vision Statement
The Future Workforce Alliance envisions Snohomish County as a globally recognized hub for talent that supports our regional economy and creates economic opportunity for all.

Mission Statement
The Future Workforce Alliance catalyzes equitable, inclusive, and responsible economic growth through public-private collaborative strategies that build upon a foundation of lifelong learning, the creation of quality jobs, innovation, and adaptability. The Future Workforce Alliance ensures that employers have consistent access to the skilled talent they need, and that youth and adults are supported in attaining rewarding careers.

Snohomish County Workforce Development Strategic Action Plan (WDSAP)
Recognizing the necessity of a current, validated, and evidence-based action plan to respond to existing and emerging priorities and opportunities, Future Workforce Alliance (FWA) created a Workforce Development Strategic Action Plan (WDSAP) in 2021. The Action Plan advanced the Snohomish County 2020-2024 Integrated Regional and Local Workforce Plan, which outlines the vision, mission, priorities, and objectives to establish Snohomish County as a "gold standard" for workforce development.

Future Workforce Alliance and Workforce Snohomish are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.
The overarching goal of the WDSAP is to address County challenges as they relate to workforce attraction, development, and retention. Grounded in the foundation of the "Gold-Standard" workforce development system, which is defined as being:

- Centered on racial equity and inclusion: Equity and inclusion inform all aspects of the development and implementation of the workforce system to ensure historically underserved communities and individuals receive training, education, and support for sustainable wage career opportunities.
- Coordinated: It brings employers, training providers, economic development and workforce organizations, and community organizations together to determine the needs of businesses and workers and to coordinate programs to support economic opportunity.
- Data-driven: Data is used to drive decision-making, identify needs, develop strategies, and support continuous improvement and performance measurement.

**Workforce Snohomish**

**Mission**
Workforce Snohomish invests government and private funding to continuously increase the global competitiveness and prosperity of our businesses and workforce, to fill current and emerging jobs, and to provide full employment. Our investments are made through effective business, labor, educational, community-based, and service provider organizations for the opportunity, economic well-being, and benefit of our entire community.

**Vision**
Workforce Snohomish will be a nationwide leader in providing a model system of universal access in which employers have access to a sustainable workforce, job candidates develop careers to achieve a living wage, and the community can build upon its economic health and vitality.

**Workforce Innovation and Opportunity Act (WIOA)**
The Workforce Innovation and Opportunity Act (WIOA) awards FWA, Workforce Snohomish and its subrecipients the opportunity to increase services through innovative program design, and a focus on creating an ever-increasingly job-driven WorkSource system in Snohomish County.

WIOA provides an improved capacity to serve high-barrier customers and an increased focus on one-stop partnerships. Through increased collaboration and innovation across core programs WIOA guides the system to take a job-driven approach to work-based training, in-demand sector-based partnerships, and training programs that lead to certificates/credentials in order to put customers on pathways to high-demand industries and careers that lead to self-sufficiency.


**WorkSource Snohomish County**
One-Stop American Job Centers are a system of One-Stop Career Centers throughout the nation that delivers a broad range of employment, training, education, and business services under the WIOA umbrella. “WorkSource” is the Washington State branding for the One-Stop American...
Job Center system. The Washington State WorkSource system is broken down into 12 Workforce Development Areas. Snohomish County is Workforce Development Area (WDA) – 4 and is governed by Future Workforce Alliance and Workforce Snohomish.

WorkSource Snohomish County is home to one comprehensive WorkSource One-Stop American Job Center, WorkSource Everett, and one affiliate site, WorkSource Lynnwood. In addition, the Snohomish County WorkSource system is home to a strategic structure of Connection Sites (certified and linked to WorkSource Centers and affiliates) and community partnerships. American Job Centers are built through a robust structure of partners including the core WIOA programs.

SECTION II: ONE-STOP OPERATOR REQUEST FOR PROPOSALS

One-Stop Operator
Section 121(d) of WIOA requires each LWDB to designate a One-Stop Operator through a competitive process in compliance with Training and Employment Guidance Letter (TEGL) 15-16.

As an integrated, collaborative community, the Snohomish County WorkSource System requires a One-Stop Operator who can meet the needs and challenges of operating a quick-paced, highly complex system of service providers. The One-Stop Operator will blend intricate and varied funding stream sources, policies, metrics, and personalities into a fully integrated, highly-trained One-Stop Center that meets, and exceeds, the needs and expectations of every potential customer in Snohomish County.

FWA and Workforce Snohomish are seeking a One-Stop Operator to facilitate the implementation of the Snohomish County Workforce Development Strategic Action Plan (WDSAP) in WorkSource Snohomish County. The successful bidder will provide, at a minimum, staffing that addresses the following three functions, and related duties for the Snohomish County WorkSource One-Stop American Job Center system:

1) Community Engagement
   a. Lead WorkSource Snohomish County outreach activities with a racial equity lens and center the work in the community;
   b. Collaborate, form enduring relationships, earn trust, and liaise with stakeholders who have common goals in the areas of workforce services, and building a more equitable service delivery system;
   c. Foster and earn trust from community partners by proactively facilitating two-way dialogue and seeking potential opportunities for collaboration for outreach to historically marginalized communities;
   d. Develop proactively an inclusive community outreach and engagement process that can be scaled and replicated by WorkSource Snohomish County partners;
   e. Compile insights, develop agendas, and create briefing materials to inform FWA and Workforce Snohomish on engagement activities and support strategic decision-making.
2) System Integration
   a. Coordinate the service delivery of required one-stop partners and service providers;
   b. Coordinate service delivery in a multi-center area, which may include affiliated sites, particularly in historically underserved areas;
   c. Assure that all conditions of the Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA) are met (further MOU and IFA documentation provided upon request);
   d. Assure that appropriate referrals are made among required partners and sites;
   e. Provide any services within the center and organizing one-stop operations as required by the LWDB and described in the selection process and any subsequent agreements with the operator organization;
   f. Organize and integrate services by function (rather than by program), when permitted by a program’s authorizing statute and, as appropriate, through coordinating staff communication, capacity building, and training efforts. Functional alignment includes having WorkSource staff who perform similar tasks serve on relevant functional teams (e.g., skills development team or business services teams);
   g. Develop and implement operational policies that reflect an integrated system of performance, communication, and case management, and uses technology to achieve integration and expanded service offerings;
   h. Facilitate integrated partnerships that seamlessly incorporate services for the common customers served by multiple program partners of center(s);
   i. Disclose any potential conflicts of interest arising from relationships with training service providers or other service providers.

3) Training and Evaluation
   a. Assure that center staff are cross-trained, as appropriate, to increase staff capacity, expertise, and efficiency. This allows staff from differing programs to understand other partner programs’ services, and share their own expertise related to the needs of specific populations so that all staff can better serve all customers;
   b. Assure that career services described in WIOA are made available at all certified one-stop centers and;
   c. Use qualitative and quantitative approaches to conduct comprehensive evaluations of WorkSource Snohomish County programs, workshops, and curricula to assess the effectiveness of career and training services;
   d. Work with individual programs at WorkSource Snohomish County to conduct assessments including research, focus groups, document reviews and customers’ interviews;
   e. Work with clients to conduct assessments including research, focus groups, document reviews and telephone interviews.

The successful bidder will exhibit strong knowledge and understanding of federal, state, and local WIOA regulations, policies, and procedures. The successful bidder will also show an ability to operate with a high level of integrity and neutrality among all WorkSource partners.
The successful bidder will demonstrate a commitment to fostering an inclusive culture in line with the WDSAP.

**Eligibility**

TEGL 15-16 and WIOA Section 3(41) defines an eligible One-Stop Operator as:

“An entity (public, private, or nonprofit) or a consortium of entities that, at a minimum, includes three or more of the required one-stop partners of demonstrated effectiveness, located in the Local Area. Entities selected and serving as One-Stop Operators are subrecipients of a Federal award and thus are required to follow Uniform Guidance. Such Entities may include the following:

- Government agencies or governmental units, such as: Local or County governments, school districts, State agencies, and Federal WIOA partners;
- Employment Service State agencies under the Wagner-Peyser Act, as amended by title III of WIOA;
- Educational institutions, such as: institutions of higher education, nontraditional public secondary schools such as night schools, and area career and technical education schools (however, elementary and other secondary schools are not eligible to become a One-Stop Operator);
- Community-based organizations, nonprofit entities, or workforce intermediaries;
- Other interested organizations that are capable of carrying out the duties of the One-Stop Operator, such as a local chamber of commerce, other business organization, or labor organization;
- Private for-profit entities;
- Local WDBs, if approved by the Chief Elected Official (CEO) and the Governor as required in WIOA section 107(g)(2)”

**Conflict of Interest and Service Provider Firewall**

In accordance with TEGL 15-16 and WIOA section 121(d)(4)(A) and (C), the successful bidder will enter into an agreement with Workforce Snohomish, FWA, and the Snohomish County Chief Elected Official. This agreement will identify how responsibilities will be carried out by the agency; demonstrate compliance with WIOA, state, and local policies, guidance, and regulations; and provide proper firewalls, if applicable, that address any potential conflicts of interest that can arise when the awarded agency provides more than one role in the local One-Stop American Job Center system.

Any bid involving any entity which currently provides WIOA funded services within the Snohomish County One-Stop American Job Center system must provide a Firewall Agreement addressing firewalls and internal controls to assure that the bidder is able to compete for either function without biasing the process, and is able to oversee, monitor, and evaluate the performance of the service provider as part of one-stop operation. Organizational charts placing the responsibilities of the Operator and the service provision in different people or departments within the entity may be part of the internal controls and conflict of interest policies, but are not sufficient in and of themselves.
SECTION III: RFP PROCESS

It is the intent of FWA and Workforce Snohomish to provide an equal and open opportunity in the selection of contractors for the provision of workforce development services in Snohomish County consistent with strategies, goals, and values articulated in FWA’s 2021 Workforce Development Strategic Action Plan. FWA and Workforce Snohomish will accept bids from local and national contractors.

Please note although the Federal guidelines for One-Stop Operator eligibility allows consortium bids, FWA and Workforce Snohomish have determined that consortium bids will not be accepted for this application.

Letter of Intent
Organizations planning to respond to this RFP must submit a Letter of Intent (LOI) to rfpquestions@workforcesnohomish.org by March 21, 2022, 3:00 pm (PT) with “RFP OSO 2022 LOI” in the subject line. The LOI should be in the body of an email, and must include the organization name, point person name, and contact information. The Letter of Intent is mandatory for all bids. The contents of the Letters of Intent will not be used for rating purposes.

RFP Response
RFP responses must be received by March 31, 2022, 4:00 pm (PT) for consideration to: rfpquestions@workforcesnohomish.org. Please include “Response to RFP OSO 2022” in the subject line. Responses not received by the deadline will be automatically disqualified – no exceptions.

The maximum length of each section is listed below; additional attachments requested are not included in the page maximum listed and are labeled as such. All submissions must be in 12-point Times New Roman font, one-inch margins, with page numbers beginning with the Title page. All pages are counted as part of the response except those specifically noted in this document. Workforce Snohomish will not review any pages that exceed the stated section page limit, any page over the limit will be removed and not scored. Proposals must include all information and attachments listed below to be considered responsive to this RFP and evaluated. Please do not include or provide links to additional information or materials.

Faxed or hard copy responses will not be accepted. Responders must include all required attachments. No additional attachments are allowed. Failure to include required attachments will disqualify the proposal. All submissions must contain the following information and attachments, organized in the following content order:

1. Bidder Contact Information form
   Available at: http://www.workforcesnohomish.org/forms/

2. Project Summary (2 pages max)
   Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must
include a brief description of the proposed grant project and services, including Community Engagement, System Integration, and Training and Evaluation.

3. Community Engagement (3 pages max)
   a. Describe how you will carry out the Operator’s Community Engagement responsibilities as described on page 5 in Section II, One-Stop Operator RFP and tailor the staffing to enhance the Snohomish County WorkSource System.

4. System Integration (3 pages max)
   a. Describe how you will carry out the Operator’s System Integration responsibilities as described on page 6 in Section II, One-Stop Operator RFP.

5. Training and Evaluation (3 pages max)
   a. Describe how you will carry out the Operator’s Training and Evaluation responsibilities as described on page 6 in Section II, One-Stop Operator RFP.

6. Experience and Qualifications (5 pages max)
   a. Describe the professional qualifications of your organization and of the staff who will oversee or support the Operator function in Snohomish County.
   b. Provide three (3) examples of successful workforce endeavors your organization or key staff have engaged in across the last three (3) years, and identify the location, performance dates and deliverables for each example. Include at least one example of an innovative outreach effort that demonstrate community engaged practices and innovative outreach to diverse or underserved communities.
   c. Provide a minimum of three (3) business references, at least one for each of the three examples of workforce endeavors identified in b., above, and include telephone and email contact information for a representative with personal knowledge of the workforce endeavors.
   d. Describe your organization’s experience with federal, state, and local WIOA regulations, policies, and procedures.
   e. Include a brief proposed job description for all OSO positions for Snohomish County and identify the minimum qualifications for each position *(does not count toward page limit)*
   f. Attach an organizational Chart showing the proposed OSO positions and reporting lines to executive management of the organization *(does not count towards page limit)*

7. Timeline and Key Activities (page limit N/A)
   a. Provide an approximate timeline and corresponding description of key activities in each quarter of Program Year 2022, beginning July 1, 2022 and ending June 30, 2023.

8. Budget (page limit N/A)
   Use Exhibit F and G: Budget Form. A fillable Excel spreadsheet is available at http://www.workforcesnohomish.org/forms/; use the Budget Form to provide the following cost details for PY 2022 (July 1, 2022 – June 30, 2023):

Future Workforce Alliance and Workforce Snohomish are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.
a. Annual personnel costs, including wages and fringe benefits, for all staff providing
serves under this RFP.
b. Annual estimated operating costs, including:
   i. Phone service, technology and communications;
   ii. Organizational indirect and overhead costs, including profit if the
       organization is organized as a business rather than as a nonprofit or public
       entity; and
   iii. Any other costs, with itemization and description of each.

Please note: Budgets will be reviewed to reasonableness based on scope of work.

9. Budget Narrative (2 pages)
a. Provide a budget narrative with line-item detail, for the first budget period (i.e. PY
   2022) of the proposed project. The budget narrative should cross-walk with Exhibit F
   & G and should describe how the categorical costs are derived. Discuss the necessity,
   reasonableness, and allocation of the proposed costs.

10. Risk Assessment (2 pages max)
a. Describe the experience your organization has in maintaining, tracking, and reporting
    the use of federal dollars.
b. Provide a copy of current liability insurance for all entities requesting funding under
    this proposal. (does not count toward page limit)
c. Provide fiscal audits for your organization for the last two (2) years. Disclose any
    unresolved audit findings for your organization. If your organization is subject to
    state, federal or local monitoring, please provide copies of workforce related
    monitoring reports of the last two (2) years, disclosing any findings. (does not count
    toward page limit)
d. If applicable, a copy of your indirect cost rate negotiated with a federal or state
    cognizant agency. (does not count toward page limit)
e. Firewall Agreement, if applicable. (does not count toward page limit)

11. Stakeholder and Community Engagement (page limit N/A)
Use Exhibit H, available: https://www.workforcesnohomish.org/forms
a. Provide a list of key stakeholders, community entities, or types of entities you have or
    would engage in helping build an inclusive, integrated, innovate service delivery
    system. Provide a contact name for any stakeholder or entity representative that you
    have specifically talked with that has stated they would support your organization
    serving as the One-Stop-Operator.

Note that any additional items above and beyond this list will be kept in the Workforce
Snohomish procurement file but will not be part of the RFP rating committee’s deliberations.
**RFP Timeline:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Other Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/27/2022</td>
<td>RFP early notifications</td>
<td>Website, social media and broadcast email</td>
</tr>
<tr>
<td>2/10/2022</td>
<td>Request for Proposals released</td>
<td>Website, social media and broadcast email</td>
</tr>
<tr>
<td>3/21/2022</td>
<td>Letter of Intent Due to Workforce Snohomish</td>
<td>No later than 3:00 pm PT</td>
</tr>
<tr>
<td>3/31/2022</td>
<td>Responses Due to Workforce Snohomish</td>
<td>No later than 4:00 pm PT</td>
</tr>
<tr>
<td>5/11/2022</td>
<td>Bidder Presentations (if requested by Evaluation Committee)</td>
<td>Time TBD</td>
</tr>
<tr>
<td>5/20/2022</td>
<td>Estimated date of award notification</td>
<td>Board Meeting</td>
</tr>
</tbody>
</table>

Questions are considered public information and will be posted on the Workforce Snohomish website with answers within 48 business hours of receipt. Questions will be accepted by email only. Workforce Snohomish cannot guarantee questions asked within 24 hours of response due date will be answered in time. Questions submitted in alternate formats, including phone calls to Workforce Snohomish staff, FWA staff, or Board Members will not be answered. All questions should be submitted to Workforce Snohomish at rfpquestions@workforcesnohomish.org.

A presentation may be required on May 11, 2022 of entities submitting responsive proposals. If invited to present by the rating committee, entities will be provided with details, including length of presentation.

Please refer to Exhibit B & C located at http://www.workforcesnohomish.org/forms/ for additional contracting details and requirements. **Bidders who have not previously contracted with Workforce Snohomish are especially encouraged to review these documents.**

**SECTION IV: ADDITIONAL CLAUSES**

**Award Period**

This solicitation will result in contracts with an anticipated start date of July 1, 2022 through June 30, 2023, with the ability to extend or negotiate new contracts on an annual basis for three (3) additional program years after the initial contract for a total of four (4) years (through June 30, 2026). Contract start dates are reliant upon successful contract negotiations and reception of state allotted funds.
If additional related funding becomes available from any source between July 1, 2022 and June 30, 2023 those funds may be awarded for services described in this RFP.

There is an expectation that applicants will leverage resources in order to meet the described outcomes. Leveraged funds may be a dollar match or an in-kind contribution.

FWA and Workforce Snohomish are always concerned that contracted staff are paid competitive salaries and benefits for the human service industry. Bids with lower than average wages or poor benefits may be deemed not as competitive.

**Cost of Preparing Proposals**
Costs for developing a proposal are solely the responsibility of the bidder. FWA and Workforce Snohomish will not provide reimbursement for such costs.

Current subrecipients may not use other FWA or Workforce Snohomish funded contracts as resources for preparing a proposal.

**Withdrawals**
A submitted proposal may be withdrawn prior to the proposal due date. A written request to withdraw the proposal must be submitted electronically to: rfpquestions@workforcesnohomish.org.

**Clarification Procedures**
All clarifications or changes to submitted proposals must be in the form of a written addendum and received electronically prior to the proposal due date.

Workforce Snohomish reserves the right to ask for clarification from bidders at the request of the rating committee. Bidders should include a cellular phone number from a representative of the bidder on the contact information sheet who can answer questions from date of response submittal through date of successful bidder’s selection.

**Evaluation Process**
An Evaluation Committee will be formed comprised of a minimum of three (3) members (total) of the Future Workforce Alliance, Workforce Snohomish Board, and/or community members who have no fiduciary interest or conflict of interest, perceived or real, in bidding for this program. Evaluation Committee members will review and score proposals according to the criteria and assigned points specified in the table below. Workforce Snohomish retains the right to request additional information from any applicant.

The committee members' scores will be calculated and scores will be used as a guide for discussion and selection of a subrecipient (if a response does not adequately address the services and outcomes requested, the committee may recommend that no award be made). The successful bidder will be selected by the local workforce board no later than June 1, 2022.
A particular bidder may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract non-compliance with FWA, Workforce Snohomish, or any other funding source. The bidder may be given a provisional award with the stipulation that special terms and conditions regarding the areas of concern will be a part of the contract.

Rating will be based on written proposal for the following criteria:

<table>
<thead>
<tr>
<th><strong>Project Summary (5/100)</strong></th>
<th>Applicants describe the overall scope of the proposed project and successfully ties the three (3) functions, including Community Engagement, System Integration, and Training &amp; Evaluation into one clear project proposal.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community Engagement (15/100)</strong></td>
<td>Application addresses each of the sub-criteria for &quot;Community Engagement&quot; listed on page 5, Section II of this RFP.</td>
</tr>
<tr>
<td><strong>System Integration (15/100)</strong></td>
<td>Application addresses each of the sub-criteria for &quot;System Integration&quot; listed on page 6, in Section II of this RFP.</td>
</tr>
<tr>
<td><strong>Training and Evaluation (15/100)</strong></td>
<td>Application addresses each of the sub-criteria for &quot;Training and Evaluation&quot; listed on page 6, in Section II of this RFP.</td>
</tr>
<tr>
<td><strong>Experience and Qualifications (20/100)</strong></td>
<td>Applicant demonstrates overall experience and qualifications in the workforce development field, including relevance of examples provided, quality of references, and quality of Stakeholder and Community Engagement.</td>
</tr>
<tr>
<td><strong>Timeline and Description of Key Activities (10/100)</strong></td>
<td>Applicant proposes a relevant and attainable Timeline of Key Activities, along with a brief description of each activity, developed from the responsibilities included in this request. The rating committee expects Key Activities to be included from each of the three functions, including Community Engagement, System Integration, and Training &amp; Evaluation.</td>
</tr>
<tr>
<td><strong>Budget and Budget Narrative (10/100)</strong></td>
<td>Applicant demonstrates cost effectiveness and relevance of expenditures to the proposed project, outcomes, and timeline of key activities.</td>
</tr>
<tr>
<td><strong>Risk Assessment (10/100)</strong></td>
<td>Applicant demonstrates experience and ability to successfully manage federal WIOA funds and policies in an effective and compliant manner.</td>
</tr>
</tbody>
</table>

*Future Workforce Alliance and Workforce Snohomish are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.*
Protests of Contract Awards
Bidders who have submitted a proposal may protest the award of the contract. The process for protesting the award is as follows:

- Protests must be filed in writing by email to rfpquestions@workforcesnohomish.org within seven (7) business days of the LWDB’s decision. All protests are public information after the protest period ends.

- All protests must state the basis for the protest in clear terms and provide an alternative the protester finds acceptable. The basis of the protest must be a violation of a state or federal contracting law, rule, or regulation applicable to the contracting process.

- Workforce Snohomish will review protests that meet the above conditions.

- During any part of the review or consideration, the protester may be asked to clarify or amplify statements or to provide proof of claims or other statements. Any such requests must be fully responded to within the time designated by Workforce Snohomish. In the event a protester fails to respond, the protest will be dismissed and no further protest will be accepted relative to this RFP.

- The Workforce Snohomish Chief Executive Officer and Director of Local Workforce Development Board will review the protest and issue a written response that is intended as a complete and final answer to the protest. The answer will be issued no later than 10 business days after the submittal of the protest.

SECTION VI: CONTRACT SPECIFICATIONS
Award of Contract
The contract award will not be final until Workforce Snohomish and the prospective subrecipient have executed a contractual agreement. Workforce Snohomish is not responsible for any costs incurred prior to the effective date of the contract. Workforce Snohomish reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

Debarment and Suspension
The contractor must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for the participation in Federal Assistance programs under Office of Management and Budget 2 CFR Parts 180 and 215. The contractor must also certify that it will not contract with a subcontractor that is debarred or suspended.

Limitation
The RFP does not commit Workforce Snohomish to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies. Workforce Snohomish reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, to waive formalities, to postpone
award, or to cancel in part or in its entirety this RFP if it is in the best interest of Workforce Snohomish to do so.

**Cancellation of Award**

Workforce Snohomish reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new federal or state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Workforce Snohomish reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be de-obligated.

*This product or program was funded with Federal grant funds. To learn the sources and proportions, please go to workforcesnohomish.org/funding.*

*Future Workforce Alliance and Workforce Snohomish are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay 711.*