

**Workforce
Snohomish**



REQUEST FOR PROPOSALS

**Economic Security for All (State), WIOA Adult and Dislocated
Worker Services**

Issued –October 22, 2024

**Response Submissions Due to Workforce Snohomish – November 12,
2024, 4:00 p.m. PST**

Program Operation & Participant Support: \$150,000 - \$250,000

**Incentive Payments & Matched Investment Savings Accounts:
\$1,000,000-1,100,000**

The funding amount is for proposal purposes only. Dollars are based on estimated available PY24 WIOA and state funding and are likely to change upon the release of PY25 WIOA and related funding allocations.

**Proposed Agreement Period: December 15, 2024 – June 30, 2025, with an
option to renew annually for up to an additional three (3) program years**

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. Workforce Snohomish receives Federal Funding. To learn the sources and proportions, please go to workforcesnohomish.org/funding.

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SECTION I: INTRODUCTION

Future Workforce Alliance (FWA), serving as the Local Workforce Development Board (LWDB) of Snohomish County, and Workforce Snohomish (WFS), serving as the local board's fiscal agent, are seeking proposals from a single qualified organization with demonstrated expertise, local area presence and capacity in providing transformative, innovative workforce development practices that embraces and reinforces our mission, vision, and values.

The awarded organization will be quality-focused, outcome-driven, community-engaged and customer-centered. They will be able to demonstrate and show evidence that they understand the intent and vision of the Future Workforce Alliance and Workforce Snohomish of systems transformation.

Snohomish County Future Workforce Alliance (FWA)

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 provide strategic direction aimed at bringing together workforce system stakeholders, strengthening local businesses, supporting workers, and assisting 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.

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.

FWA 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.

FWA 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 Strategic Plan

The Future Workforce Alliance has outlined in its Strategic and Local Area Plans the definition of a "Gold-Standard" workforce development system, which is defined as being:

Centered on 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 (WFS)

Workforce Snohomish serves as the fiscal agent and local grant subrecipient of Workforce Innovation and Opportunity Act (WIOA) and associated funding in Snohomish County. WFS oversees and manages the Snohomish County WorkSource system, provides technical support to subrecipients, and ensures overall compliance with federal and state guidance. Workforce Snohomish in its designated capacity is committed to carrying out the vision, mission and strategy of the Future Workforce Alliance.

SECTION II. PURPOSE AND BACKGROUND

The strategy of the Future Workforce Alliance is reflected in this new RFP, focused on building community-engaged practices and capacity involving collaboration between organizations and the communities they serve, emphasizing mutual benefit, shared goals, and sustainable impact. These practices ensure that our initiatives are developed in collaboration with communities, focused on amplifying their voices and perspectives. This vision was catalyzed by the allocation of funding by Washington State under the Economic Security for All program, encompassing Community Reinvestment Funds.

The purpose of this RFP is to catalyze this vision by engaging an organization that can deliver comprehensive workforce development services in alignment with EcSA and WIOA requirements. In program year 2024 (anticipated start date of mid-December 2024 through June 30th), the initial provision of services will focus on the successful administration of Economic Security for All, including Career Accelerator program (Community Reinvestment Funds), that encompasses incentive and match investment savings account programs. Initial funding provided under this RFP is intended to achieve associated outcomes and impacts of these fund sources and to support eligible participants in achieving their career and financial goals, while provisioning for the expansion of fund sources (pending availability) to catalyze on this model in subsequent months/years.

This RFP invites community-based organizations, workforce development agencies, training providers, and other service-oriented entities with experience with the administration of these fund sources (Reference Exhibit A for Program Descriptions), a commitment to this partnership, connections to Snohomish County communities and a vision of system transformation.

SECTION III. SCOPE OF SERVICES

The selected provider(s) will deliver services associated with Economic Security for All (EcSA) and Community Reinvestment Fund programs; as well as WIOA Adult and Dislocated Worker services across Snohomish County in alignment with WIOA goals. Core responsibilities include, but are not limited to, the following areas:

2.1 Community-Based Organization Engagement

- Work in partnership with specific “By and For” organizations¹ to support access and awareness of all available services provided by WIOA, Economic Security for All and Community Reinvestment Fund. We expect that collaborations with these organizations are reciprocal and maintain open and supportive communication in serving populations that are historically impacted by system inequities in accessing workforce development services in alignment with priority populations.
- Conduct outreach and orientation for participants to explain incentive and matched savings program, eligibility requirements, and the process for earning and receiving incentives.
- Inform eligible participants in both EcSA and WIOA Adult participating in Matched Investment Savings Accounts with information on required financial coaching and referrals to available coaching resources.

2.2. System Coordination

- Coordinate with system partners, other workforce and human services programs to conduct appropriate outreach to eligible populations, focusing on underrepresented, underserved, or disadvantaged groups. Support referrals to these partners to support participant success.
- Service delivery staff assigned to WorkSource Snohomish County’s Comprehensive Site will ensure that field-based work is utilized to meet customers where they are and to effectively coordinate with community-based organizations (including by and

¹ The Washington State Department of Commerce defines “by and for community organizations” as organizations that are part of, rooted in, and defined by the identity of the Black, Indigenous, and Latino community. These organizations have leadership and staff who belong to the community, and work to build trust, advocate, and solve problems specific to community members.” Washington State Department of Commerce, Community Reinvestment Plan, Appendix D, p.87.

<https://deptofcommerce.app.box.com/s/76v6uffhtcy09eucf4du255y0dacen41>

for organizations), employers and other connections that will yield the intended outcomes and impact.

2.3 Incentive Payments & Matched Investment Savings Accounts

- Perform necessary program enrollments for participants.
- Administer incentive payments for participants based on specific benchmarks, such as program enrollment, training completion, job placement, and retention milestones, in accordance with [WA State policy 7005](#), local [procedure 2220b](#) and internal work flow documentation.
- Verify eligibility for each incentive payment, documenting participants' progress and milestone achievement.
- Ensure timely and accurate disbursement of funds to participants and maintain thorough records of all transactions.
- Work collaboratively with Workforce Snohomish to identify and define scope of work for the administration of Matched Investment Savings Accounts, in accordance with [WA State policy 7010](#) [local policy under development] and internal work flow documentation.
 - Possible activities {subject to negotiation} include, but are not limited to:
 - Establish and manage matched savings accounts for eligible participants, facilitating account setup, management, and closure.
 - Ensure accurate tracking of participant deposits and matching contributions, in compliance with established guidelines and eligibility requirements.
 - Provide regular account statements and updates to participants, empowering them to track their savings progress and goals.
 - Support identification of and referral to appropriate financial coaching for participants.

2.4 Career Services

- Provide customer-centered career counseling, including intake and assessment of job seekers' skills, work experience, and career goals.
- Develop individual employment plans (IEPs) tailored to each participant's needs, career aspirations, and barriers to employment.
- Deliver a range of career services, including resume assistance, interview preparation, career navigation, and job search assistance.
- Support co-enrollment across programs to support customer needs.

2.5 Training and Education

- Identify, refer, and enroll participants in approved training programs that align with in-demand career paths and local employer needs.
- Oversee and manage participants' training plans, tracking progress and addressing barriers to completion.

- Administer WIOA-funded Individual Training Accounts (ITAs) and supportive services in compliance with WIOA regulations and local policies.
- Effectively utilize referrals for customers enrolled in Economic Security for All to [WA Grant](#), as appropriate.

2.6 Job Placement and Retention

- Provide ongoing support to participants during job search and placement, including follow-up services to promote job retention.
- Leverage relationships with local employers to support participant outcomes.
- Track employment outcomes, ensuring program performance goals are met, and adapt placement strategies as needed.

2.7 Supportive Services and Case Management

- Offer supportive services that address barriers to employment, such as transportation, childcare, and work-related tools and clothing.
- Provide case management to support participants throughout their program journey, ensuring consistent follow-up, support, and guidance.
- Implement retention strategies to increase program completion and employment retention rates.

2.8 Data Management and Reporting

- Ensure accurate, timely data entry and reporting in compliance with program performance measures and requirements.
- Track and report program metrics, including enrollment, placement, earnings, credential attainment, and participant demographics.
- Maintain and update records to ensure compliance with federal, state, and local policies.
- Track and report on participant engagement, savings, incentive payments, and other performance metrics as required.
- Provide monthly and quarterly reports to Workforce Snohomish on fund utilization, participant outcomes, overall program performance and collaboration with By and For organizations.
- Ensure data integrity and compliance with confidentiality and data security protocols as required by WIOA and EcSA program regulations.

SECTION IV. PROPOSAL SUBMISSION REQUIREMENTS

Proposal Narrative. It is our intent that the program narrative is succinct, highlighting organizational capacity to fulfill the scope of this RFP and reflecting the Board’s vision for a subrecipient that operates as a close partner with Workforce Snohomish is developing capacity in Snohomish County to serve populations that are underrepresented in our current system.

To be considered, proposals must address the following components:

3.1 Organizational Information

- Briefly introduce your organization, addressing the following:
 - How long have you operated in Snohomish County? If not currently operating in Snohomish County, please describe your organization’s current operational locations and if applicable your connection to Snohomish County.
 - If your organization does not have a physical location or operations in Snohomish County, please provide a description of your approach and experience in establishing a presence in a new area.
 - Describe your organization’s experience with re-training and re-employment programs within the scope of this RFP, as well as others that are complimentary, such as BFET or WorkFirst.
 - If no direct experience with workforce development programs, please provide information on work with federal and state funded programs or services.

3.2 Proposed Service Plan

- Describe your organization’s current relationships with organizations (community-based organizations, employers, etc.) and/or populations in Snohomish County that align with the priorities of the Economic Security for All, Community Reinvestment Fund and WIOA Adult/Dislocated Worker
 - In addition, provide an example of a partnership or relationship, explaining how your organization works collaboratively to:
 - Prioritize customer voice and ensure services provided are culturally appropriate and relevant.
 - Amplify Black, Latine and Tribal Community voices.
 - If applicable, empowers the partnering organization to lead in their area of expertise.
 - Achieves intended outcomes of program/partnership and individuals served.

- Describe how your organization will approach working with our selected Snohomish County By and For organizations to successfully carry out the intent of Economic Security for All (EcSA) and Community Reinvestment Program (incentives and Matched Investment Savings Accounts), as well as provision access to WIOA Adult for co-enrollment for eligible applicants. Please reference **Exhibit A** for additional context.
- If applicable, please describe your organization’s current relationship(s) with existing Snohomish County WIOA/EcSA subrecipients that would support coordination of services and referrals as appropriate to meet customer needs.
- Describe other connections in Snohomish County (program, organizational, etc.) that will support your organization in successfully executing on this scope of work.

3.3 Staffing Plan

- Describe qualifications of key personnel, including relevant certifications or experience in workforce development.
 - If hiring new staff for the project describe the organization’s support for onboarding new staff members in alignment with this scope of work. Confirm timeline for commencing services assuming a mid-December 2024 confirmation of award/selection.
- Briefly describe the organization’s capacity to increase high quality staffing to accommodate additional funding within the broader scope of this RFP in the current or future program years.
- Provide resumes for key personnel and/or job descriptions for positions to be hired as key personnel (Upload as instructed under Required Proposal Narrative Attachments).

3.4 Performance and Outcomes

As applicable and aligned with your remitted budget, please describe the following:

- Proposed performance goals for enrollment, placement, retention, and other key metrics in alignment with EcSA and WIOA requirements.
- Strategies for monitoring and meeting these goals, including quality assurance and continuous improvement practices.
- Approach to gathering and analyzing participant feedback to improve service delivery and outcomes.

Required Proposal Narrative Attachments

The below proposal narrative attachments **do not** count towards Program Narrative Page limit. Page limit recommendations are provided as guidance only, where indicated.

3.5 Key Personnel

- i. Include an organizational chart that clearly delineates all customer-facing staff, supervisory staff, and fiscal/administrative staff who will have responsibilities connected to your proposed service delivery model and as applicable, the percentage of time being paid through dollars from this agreement.
- ii. Provide resumes and/or job descriptions as requested under the staffing plan section of the narrative.

3.6 References *(1 page recommended)*

- i. Contact information for at least two references who can speak to your organization's relevant experience, preferably related to workforce development programs and community-engaged practices.

3.7 Budget and Budget Narrative

- i. *Budget Forms* (F, G & H)
 - a. Please complete budget forms F, G & H. Download this form at: <https://www.workforcesnohomish.org/impact-and-resources/reportsforms/>
 - b. Please complete the budget line items provided form provided in Budget forms F, G & H for Year 1 (December 15, 2024– June 30, 2025) only.²
 - c. Exhibit F: Please include all expected expenses divided into the categories provided which align to your budget narrative.
 - i. The planning budget amount of \$150,000 - \$250,000 should be utilized to support operational costs (personnel, supplies, administrative/indirect costs, travel, participant support costs (excluding incentives and matched savings accounts), etc.
 - ii. The planning budget supporting the EcSA CRF Incentives and MISA should be entered into line 28 and 30 of Exhibit F and lines 38 and 40 of Exhibit H.
 - iii. Participant Costs: Estimate the total amount of participant support dollars, based on your estimated number of people served and the type of services they will receive. EcSA CRF Incentives and Matched Investment Savings Accounts are entered in lines 28 and 30 in Exhibit F and 38 and 40 in Exhibit H.
 - d. Exhibit G - Personnel: Aligned with the applicable lines in Exhibit F, detail salaries and benefits costs for assigned personnel.
 - e. Exhibit H to forecast expenditures for all line-item costs entered in Exhibit F (Budget).

² Application Portal: <https://www.workforcesnohomish.org/bids/apply/> (Note you may save your application and return to complete)

- f. Leveraged resources are encouraged but not required. Only enter leveraged resources into budget form if they can be quantified.
 - g. **Exhibits F, G and H may be uploaded to the Program Narrative section as a PDF OR uploaded as an excel document (as a separate document under the Program Narrative section).**
- ii. *Budget Narrative* Applicants must demonstrate experience and ability to successfully manage federal, state or local government funds in an effective and compliant manner.
- i. The budget narrative should crosswalk with the Budget forms, providing a description of how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs. Leveraged resources, if applicable, should be noted.
 - ii. Budgets are subject to negotiation. Budgets will be reviewed for reasonableness in relation to the estimated number of participants served (annually) and scope of proposed service delivery model.

3.8 Subrecipient and Grant Management Experience *(recommended 5 pages maximum)*

- i. Please describe your organization(s) experience in managing federal and state grant funds, WIOA-specific federal grant funds. Include the total number of years your organization has been in existence and the number of years managing Federal grants.
- ii. Please provide information on any training and experience your organization has had with federal Uniform Guidance (2 CFR 200). Include the dates and staff position of any training classes attended by current employees. Include any (program and fiscal) staff that have received specific training in U.S. Department of Labor and WIOA-specific guidelines.
- iii. Does your organization(s) operate on a cash or accrual-based accounting system?
- iv. Please provide a list of your organization's key finance positions and the longevity of the current incumbents in that role.
- v. Please describe your organization(s) experience managing participant support costs and/or support services payments. What key controls does your organization(s) have in place to ensure there is no fraudulent activity?
- vi. Describe your organization(s) system to collect and process staff time and effort reporting. Describe how this complies with Uniform Guidance requirements.
- vii. Describe any past fraud charges / fraudulent activity faced by your organization or members of your consortium. How were they addressed?

- viii. Is there any pending litigation your organization or a member of your consortium is facing? If so, please describe.
- ix. Is your organization currently or previously suspended or debarred? If so, how have you corrected the deficiencies that led to the suspension or debarment?
- x. Does your organization(s) accounting system identify the receipts and expenditures of program funds separately for each award or fund source? If not, how do you plan to address this if selected as a subrecipient?

SECTION V: Required Supplemental Attachments

Except where noted, please collect and upload all below attachments into a single PDF document.

1. Current NICRA or indirect cost recovery plan if applicable to your business
2. Current signed cost policy statement or signed cost allocation plan/methodology
3. Past two (2) single audit results and/or audited financial statements. If organization is not required to be audited than attest to why in a written statement.
4. Past year Monitoring/Management Letters for WIOA or EcSA programs, if applicable.
5. Internal Controls Policy
6. Attestation of insurance (this attestation is completed online in application portal, no added documentation needed)³

SECTION VI: RFP PROCESS

RFP Submission

RFP responses **must** be received by Tuesday, **November 12, 2024, 4:00 pm (PST)** for consideration. RFP responses must be uploaded to: <https://www.workforcesnohomish.org/bids/apply/>. Responses not received by the deadline will be automatically disqualified – no exceptions.

Formatting Requirements. 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. The Evaluation Committee will not review any pages that exceed the stated section page limit, any page over the limit will

³ Application Portal: <https://www.workforcesnohomish.org/bids/apply/> (Note you may save your application and return to complete)

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, emailed 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. **Applicant Organization Information Form & Proposal Abstract**
[COMPLETE ONLINE FORM IN [APPLICATION PORTAL](#)]
<https://www.workforcesnohomish.org/bids/apply/>
2. **Proposal Narrative** (10 pages maximum sections a-d only)
 - a. Organizational Description
 - b. Proposed Service Plan
 - c. Staffing Plan
 - d. Performance and Outcomes
 - e. Proposal Narrative Attachments (note: these attachments DO NOT count towards Proposal Narrative page limit)
 - i. Organizational Chart
 - ii. References
 - iii. Budget (Exhibits F, G & H) and Budget Narrative
 1. Access budget form:
<https://www.workforcesnohomish.org/impact-and-resources/reportsforms/>
 - iv. Subrecipient & Grant Management Experience
3. **Required Supplemental Attachments** (no page limit, upload these documents in a single file where indicated in the application portal).
 - a. Current NICRA or indirect cost recovery plan if applicable to your business
 - b. Current signed cost policy statement or signed cost allocation plan/methodology
 - c. Past two (2) single audit results and/or audited financial statements. If organization is not required to be audited than attest to why.
 - d. Past year Monitoring/Management Letters for WIOA or EcSA programs, if applicable.
 - e. Internal Controls Policy
 - f. Attestation of insurance (this attestation is completed online in application portal, no added documentation needed)⁴

⁴ Application Portal: <https://www.workforcesnohomish.org/bids/apply/> (Note you may save your application and return to complete)

RFP Timeline

Date	Activity	Other Detail
10/22/2024	Request for Proposals released https://www.workforcesnohomish.org/bids/apply/	Website, social media channels and broadcast email
10/31/2024	Bidders conference - virtual A webinar link will be posted to the Workforce Snohomish website	2:00 – 3:00 p.m. PST
11/4/2024	(Optional) Letter of Intent to Workforce Snohomish Please remit a brief email expressing your organization’s intent to remit a proposal in response to the RFP to rfp@workforcesnohomish.org	No later than 4:00 pm PST
11/12/2024	Responses Due to Workforce Snohomish via application portal	No later than 4:00 pm PST
11/18/2024-12/3/2024	Bidder Interviews (if requested by Evaluation Committee)	Time TBD
12/11/2024	Estimated date of award notification	Board Meeting

Questions are considered public information and will be posted, in their entirety, 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 rfp@workforcesnohomish.org.

An interview may be required the weeks of November 18th or December 2nd of entities submitting responsive proposals. If invited for an interview by the evaluation committee, entities will be provided with details, including length of interview and time slots for scheduling.

Please refer to Exhibit B (Sample Subrecipient Legal Agreement) for additional agreement details and requirements. **Bidders who have not previously contracted with Workforce Snohomish are encouraged to review this document.**

SECTION VII: ADDITIONAL CLAUSES

Award Period

This solicitation will result in subrecipient agreement(s) with an anticipated start date of December 15, 2024, through June 30, 2025, with the ability to extend or negotiate new subrecipient agreements on an annual basis for up to three (3) additional program years after the expiration of the initial agreement term (through June 30, 2028). The agreement start dates are reliant upon successful negotiations.

If additional related funding becomes available from any source between December 1, 2024, and June 30, 2028, those funds may be awarded for services described in the scope of work encompassed in RFP.

Renewal of annual subrecipient agreements is contingent upon an assessment of fiscal and program performance, compliance, adherence to subrecipient agreement terms and conditions and risk assessment.

Leverage resources are encouraged, but not required. Leveraged resources for the purposes of this RFP may be cash or an in-kind contribution.

FWA and Workforce Snohomish are always concerned that subrecipient 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

The 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 or subrecipient agreements 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: rfp@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 Evaluation Committee. Bidders should include a phone number from a representative of the bidder on the applicant information form who can answer questions from date of response submittal through date of successful bidder's selection.

Public Records

Applicants are advised that most documents in the possession of the Snohomish County Future Workforce Alliance are considered public records and subject to disclosure under the State Public Records Law. RFP proposals are available to the public at the end of the protest period. A request for a copy of a bidder's proposal must be made in writing to rfp@workforcesnohomish.org.

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 December 11, 2024.

A particular bidder may not be recommended for funding regardless of the merits of the proposal submitted if it has a history of contract or subrecipient agreement 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 subrecipient agreement.

Evaluation Criteria

Proposals will be evaluated on the following criteria:

Criteria	Points
Organizational Information	5
Proposed Service Plan	20
Staffing Plan	10
Performance and Outcomes	15
Required Proposal Attachments	20
Supplemental Attachments	10
Total Points	80

This evaluation framework ensures that proposals are scored holistically, prioritizing both technical competence and alignment with community-focused goals.

Protests of Awards

Bidders who have submitted a proposal may protest the award of the subrecipient agreement(s). The process for protesting the award is as follows:

- Protests must be filed in writing by email to rfp@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 law, rule, or regulation applicable to the subrecipient award 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 ten (10) business days after the submittal of the protest.

SECTION VIII: SUBRECIPIENT AGREEMENT SPECIFICATIONS

Award of Subrecipient Agreement

The award will not be final until Workforce Snohomish and the prospective subrecipient have executed a subrecipient agreement. Workforce Snohomish is not responsible for any costs incurred prior to the effective date of the agreement. 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 subrecipient 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 subrecipient must also certify that it will not enter into an agreement with a subcontractor or subrecipient that is debarred or suspended.

Limitation

The RFP does not commit Snohomish County Future Workforce Alliance and Workforce Snohomish to award a subrecipient agreement, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies. Snohomish County Future Workforce Alliance and Workforce Snohomish reserve 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 Snohomish County Future Workforce Alliance or Workforce Snohomish to do so.

Cancellation of Award

Workforce Snohomish reserves the right to immediately cancel an award if the 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 activities are necessary, Workforce Snohomish reserves the right to limit the period of negotiation to thirty (30) days after which time funds may be de-obligated.

Payment Terms

Invoices will be submitted by the 10th of each month following the month in which the expenses have occurred with Net 30 payments terms. The final year-end invoice as well as the annual settlement or close out package must be received at Workforce Snohomish no later than 30 days after the end of the agreement period.

The Subrecipient shall be entitled to reimbursement for expenses incurred during the agreement period for work accomplished as provided elsewhere in the Agreement. Workforce Snohomish may provide payment in advance or in anticipation of services or supplies to be provided by this Agreement with prior approval, depending on the needs of the selected organization.

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

EXHIBITS

Exhibit A: Program References

Economic Security for All (EcSA)

Washington State's Economic Security for All (EcSA) program is a poverty reduction initiative that seeks to help low-income individuals and families achieve economic stability by connecting them to resources, training, and employment opportunities. Launched in 2019, the program focuses on reducing poverty in a sustainable way by targeting support systems that help people overcome barriers to financial security.

Key Features of the EcSA Program:

1. Goal of Poverty Reduction

- The primary goal of EcSA is to lift households with incomes below 200% of the federal poverty level above the poverty line by providing them with the necessary support to achieve economic self-sufficiency.
- It focuses on addressing both immediate needs and long-term strategies for improving financial stability.

2. Targeted Assistance and Populations

- EcSA prioritizes vulnerable populations, such as individuals who are unemployed or underemployed, families with children, and people from marginalized communities who face systemic barriers to economic success.
- The program uses data to identify regions and populations most in need of support, often working with rural, underserved, and historically marginalized communities.

3. Collaborative Partnerships

- EcSA emphasizes collaboration between multiple sectors, including government agencies, nonprofit organizations, community-based organizations, and employers.
- Partners such as the Washington State Department of Social and Health Services (DSHS), Employment Security Department (ESD), and local Workforce Development Councils (WDCs) coordinate to deliver comprehensive services.

4. Integrated Service Delivery

- **Holistic Approach:** The program integrates a wide range of services, from job training and placement, housing assistance, and childcare support to healthcare and transportation assistance. The goal is to address multiple barriers to employment and financial security simultaneously.
- **One-stop Access:** EcSA utilizes a "no wrong door" approach, where individuals can access multiple services and resources through a single-entry point or partner, streamlining the process for those seeking help.

5. Focus on Employment and Workforce Development

- **Training and Skill Development:** A core component of EcSA is its focus on connecting individuals to training programs that enhance skills in high-demand fields, such as healthcare, manufacturing, and technology.
- **Career Pathways:** The program emphasizes career pathways that offer sustainable wages and opportunities for advancement, helping individuals move beyond low-wage work to long-term career growth.

6. Poverty Reduction Dashboard

- To track progress, EcSA developed a Poverty Reduction Dashboard that monitors key indicators such as income levels, employment rates, and access to resources. This allows the program to adapt and address gaps in services as they arise.

7. Outcomes and Long-Term Impact

- EcSA is designed to lift at least 20,000 Washington residents out of poverty over its initial five-year period, with a focus on making systemic changes to reduce poverty across the state in the long term.
- The program's outcomes are measured not only by immediate improvements in income but also by long-term economic security, stability, and overall well-being for participants.

Washington State's Economic Security for All program is an innovative and comprehensive effort to address poverty by focusing on economic empowerment through employment, skills training, and integrated support services. Its emphasis on partnerships, targeted assistance, and long-term impact positions it as a key strategy for poverty alleviation in the state.

Snohomish County continuing EcSA Providers include Pacific Associates, in partnership with Refugee and Immigrant Services Northwest and Career Path Services.

Community Reinvestment Fund (CRF)

The Community Reinvestment Fund (CRF) is a part of the Washington State Department of Commerce "[Community Reinvestment Project](#)" and is a community designed plan to invest in communities disproportionately impacted by the historical design and enforcement of state and federal criminal laws, especially during the War on Drugs. This fund, generated from marijuana taxes, is directed towards uplifting Black, Latine, Tribal, and other historically disadvantaged communities across Washington State, prioritizing these communities to undo harm, create lasting economic benefits, build wealth, and ensure everyone has a fair chance at success. Through the Economic Security for All (EcSA) program, CRF provides additional funding to help individuals and businesses. EcSA is designed to help people move out of poverty and achieve financial stability, offering a

comprehensive model that builds personalized career plans and bundles benefits—helping more people move all the way out of poverty with equity.

Key Features of the CRF Program:

1. Career Accelerator Incentive Payments & MISA

- Financial support payments of \$1,000 per month in incentives to individuals receiving career development assistance from the EcSA program to aid them in achieving suitable employment that provides a self-sufficient wage. There is no inherent limit on the number of incentives a participant may receive so long as they continue to make progress towards self-sufficient employment.
- Match Investment Savings Account (MISA) contributions to support the financial self-sufficiency, asset-building or investment goals of economically disadvantaged individuals and families in Washington State, with a priority focus on Black, Tribal, and Latine communities. A maximum of \$20,000.00 may be match-contributed to a single participant MISA.

2. Business Support & Subsidized Training⁵

- Partnering with employers to provide training support and other assistance to help businesses hire and retain people.

Workforce Snohomish has engaged two By and For organizations in support of the implementation of the Career Accelerator Incentive Payments & MISA components of the EcSA CRF Program in Snohomish County. These organizations are established community-based organizations that provide a range of services and programs to their communities, including, but not limited to: Housing Advocacy and Assistance, financial counseling, food assistance/food pantry, occupational training programs, WorkFirst, Job Readiness, Resource Referrals, community events and more.

These partners have dedicated staff to engage in this program, conducting outreach to their communities and facilitating connections to the EcSA CRF program. Staff from these organizations will work in close partnership with assigned staff of the selected subrecipient to support program participation, intended outcomes and impact, aligned with the programs and community-engaged practices.

Workforce Innovation and Opportunity Act (WIOA)

The Workforce Innovation and Opportunity Act (WIOA) is a federal law enacted in 2014 designed to help job seekers access employment, education, training, and support services to succeed in the labor market. In Snohomish County, WIOA Title IB services are overseen and administered by the Future Workforce Alliance (local Workforce

⁵ Reference only, the business support and subsidized training program is not within the scope of work for this RFP.

Development Council), Workforce Snohomish (Fiscal Agent and Local Grant Subrecipient) and competitively procured subrecipients.

The below narrative provides a general overview of the Workforce Innovation and Opportunity Act (WIOA) pertaining to Adult and Dislocated Worker Services. For more information on local policy governing WIOA Title IB in Snohomish County.

For more information, please visit:

Future Workforce Alliance (Local Workforce Development Board):
<https://snohomishcountywa.gov/5610/Future-Workforce-Alliance>

Workforce Snohomish: <https://www.workforcesnohomish.org/>

Workforce Snohomish Local WIOA Policies & Procedures:
<https://www.workforcesnohomish.org/impact-and-resources/policies/>

WorkSource Snohomish County: <https://www.workforcesnohomish.org/job-seekers/snohomish-county-worksource/>

Key Components of WIOA for Dislocated Workers and Adults in Washington State:

1. Eligibility and Target Population

- Dislocated Workers: These include individuals who have been laid off, are receiving unemployment insurance benefits, or have been displaced due to economic downturns or technological changes in their industry.
- Adults: Services are available to any adult job seeker but prioritize individuals with barriers to employment, such as low-income workers, veterans, those lacking skills, or individuals with disabilities.

2. Career and Training Services

WIOA offers a two-tiered approach to services: Career Services and Training Services.

Career Services:

- Basic Services: Job search assistance, resume building, labor market information, and career counseling. This also includes referrals to other supportive services.

Individualized Services: For those needing more intensive support, services include comprehensive assessments of skills and needs, development of individual employment plans, and career planning.

Training Services:

- Occupational Skills Training: Financial assistance for job training programs in high-demand industries, such as healthcare, information technology, and manufacturing. This can include vocational training, apprenticeships, or other credential-based education.
- On-the-Job Training (OJT): Employers are provided wage reimbursements to hire and train dislocated workers or adults, giving participants practical, hands-on experience.
- Work-based Learning: Programs like internships and apprenticeships that blend classroom learning with real-world work experiences.

3. Supportive Services

WIOA also provides access to supportive services that help individuals overcome barriers to employment. These may include transportation assistance, childcare, healthcare, housing assistance, and tools or supplies needed for work or training.

4. Access to American Job Centers (WorkSource)

Washington State operates WorkSource centers (part of the American Job Center network), where job seekers can access WIOA services. These centers serve as hubs for:

- Job search resources, including computers, job listings, and workshops.
- Career counseling and guidance.
- Access to employers through job fairs and hiring events.

The centers also help individuals navigate career pathways that align with their skills and interests, guiding them to training opportunities or industries that are in demand.

5. Individualized Employment Plans (IEP)

- Dislocated workers and adult participants are encouraged to create an Individualized Employment Plan (IEP). This plan identifies their career goals, the steps needed to achieve them, and the services or training they will receive under WIOA to help meet those goals.

6. Priority of Service

WIOA emphasizes serving individuals with the greatest need. Priority for services is often given to:

- Displaced Homemakers
- Low-income individuals

- Indians, Alaska Natives, and Native Hawaiians
- Individuals with disabilities, including youth who are individuals with disabilities
- Older individuals (age 55 and older)
- Ex-offenders (“offender” as defined in WIOA sec. 3(38))
- Homeless individuals or homeless children and youth
- Youth who are in or have aged out of the foster care system
- Individuals who are:
 - English language learners
 - Individuals who have low levels of literacy
 - Individuals facing substantial cultural barriers
- Eligible migrant and seasonal farmworkers
- Individuals within two years of exhausting lifetime TANF eligibility
- Single parents (including single pregnant women)
- Long-term unemployed individuals (unemployed for 27 or more consecutive weeks)

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- Black, Asian, Native Hawaiian, Compact of Free Association (COFA) nations and Pacific Islander communities
- Latinos
- LGBTQ communities
- Expectant persons
- Veterans

For more information on WIOA: <http://www.doleta.gov/wioa/>.

7. Performance Outcomes and Accountability

- WIOA tracks several key performance indicators, such as employment rates, earnings, and credential attainment after training. Snohomish County focuses on ensuring that participants secure meaningful employment with sustainable wages and that training programs lead to recognized credentials or certifications in high-demand fields.

8. Dislocated Worker Programs

Washington State provides specialized support for dislocated workers through:

- Rapid Response: A team that responds when large layoffs or plant closures occur, providing affected workers with immediate access to services and resources.

The Workforce Innovation and Opportunity Act (WIOA) in Snohomish County plays a critical role in supporting dislocated workers and adults by providing them with the skills, training,

and resources needed to re-enter the workforce or advance in their careers. Through a combination of career services, targeted training programs, and supportive services, WIOA seeks to enhance economic stability and create pathways to long-term, sustainable employment for individuals across the state.

Community Engaged Practices

Community-engaged practices involve collaboration between organizations and the communities they serve, emphasizing mutual benefit, shared goals, and sustainable impact. These practices ensure that initiatives are by, with, and for the community, centering community voices and perspectives. Key components of community-engaged practices include:

1. Co-Creation and Collaboration

- **Mutual Participation:** Community members are actively involved in the design, planning, and execution of programs, ensuring their voices are not only heard but lead decision-making.
- **Power Sharing:** Organizations must intentionally share power, ensuring that decision-making is equitable between the organization and the community.
- **Respect for Local Knowledge:** Recognizing and valuing the expertise that community members bring is crucial, as they often have insights into local needs, values, and solutions.

2. Reciprocal Benefit

- **Mutual Goals:** Both the organization and the community benefit from the initiative, rather than the organization solely achieving its goals.
- **Capacity Building:** Engaged practices help to build the skills and capacity of the community, empowering them to sustain the initiative even after the organization's involvement ends.

3. Sustainability and Long-Term Commitment

- **Ongoing Relationships:** Community engagement is not a one-time event, but an ongoing relationship built on trust, respect, and long-term collaboration.
- **Sustainability of Projects:** The impact of the collaboration should be designed to last beyond the immediate project, fostering long-term community growth and resilience.

4. Cultural Humility and Inclusivity

- **Cultural Competence:** Organizations must approach communities with an understanding of cultural differences, histories, and values, ensuring practices are sensitive and respectful.

- Inclusion: Engaged practices must involve diverse voices within the community, including marginalized or underrepresented groups, ensuring broad participation.

5. Accountability and Transparency

- Clear Communication: Maintaining transparency about goals, processes, and outcomes is essential to building and maintaining trust with the community.
- Shared Accountability: Organizations must be accountable to the community, ensuring that their practices reflect community interests, and regularly assess and adapt based on community feedback.

6. Ethical Practices

- Informed Consent: Community members should be fully informed and give consent before participating in any activity.
- Equity and Justice: The organization should ensure that the collaboration is rooted in justice and equity, working to address systemic inequalities that impact the community.

7. Evaluation and Reflection

- Continuous Feedback: Gathering ongoing feedback from the community and adapting initiatives based on that feedback is critical to the success of any engagement.
- Reflective Practices: Both the organization and the community should regularly reflect on the partnership to assess its success, challenges, and areas for improvement.

These components create a framework for effective, ethical, and sustainable community engagement, ensuring that the collaboration is driven by shared values and goals.

The Future Workforce Alliance and Workforce Snohomish understand that this vision of community-engaged practices will take time to cultivate, and that additional and diverse resources will be needed to fully realize this vision. **We believe that the work under Economic Security for All and the addition of Community Reinvestment Funds is the catalyst for this work and commit to support for the selected subrecipient, existing subrecipients, system partners and our By and For organizations to co-create and realize this vision of system transformation and the Gold Standard of workforce development.**

Exhibit B – Sample Subrecipient Legal Agreement

Exhibits F, G & H – Budget Forms

To access the required budget form (Exhibits F, G and H), please download at:
<https://www.workforcesnohomish.org/impact-and-resources/reportsforms/>

The form is located under “Forms” Program Year 2024