

Workforce
Snohomish



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workforcesnohomish.org

REQUEST FOR PROPOSAL

ONE-STOP OPERATOR FOR SNOHOMISH COUNTY WORKFORCE DEVELOPMENT REGION

The Snohomish County 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. Language assistance services for limited English proficient individuals are available free of charge. The One-Stop Operator is funded by US DOL WIOA Title I-B grant(s). Read more about this USDOL grant funding at workforcesnohomish.org/funding.

REQUEST FOR PROPOSAL

One-Stop Operator

Issued – October 17, 2025

Letter of Intent Due to Workforce Snohomish – November 10, 2025

Response Submissions Due to Workforce Snohomish – December 1, 2025

Funding Amount – \$75,000 - \$125,000

The funding amount is for proposal planning purposes only. Dollars are based on estimated PY25 WIOA funding allocations and are likely to change upon the release of PY26 WIOA funding allocations.

Proposed Agreement Period – June 15, 2026 – June 30, 2027, with an option to renew for an additional three (3) program years for a total of four (4) program years (through June 15, 2030).

SECTION I: PURPOSE

OVERVIEW

The Snohomish County Future Workforce Alliance (FWA) and Workforce Snohomish (WFS) are seeking proposals from qualified organizations with demonstrated expertise in coordinating multi-partner service delivery systems to serve as the One-Stop Operator for Snohomish County's America's Job Center Network (AJC), WorkSource Snohomish County (also known as WorkSource Everett).

ELIGIBLE PROPOSERS

Proposals will be accepted from any eligible entity or consortium of entities, as specified in the federal regulations, 20 CFR Section 678.600. One-Stop Operators may be a single entity (public, private or non-profit) or a consortium of entities. If a consortium of entities seeks to propose, and one of the entities is a one-stop partner, at least two additional one-stop partners must be included in the consortium, at least three partners included in the consortium must be an existing one-stop partner. The complete list of one-stop partners is available on page 33 of the Training Employment and Guidance Letter (TEGL) [16-16](#).

Entities that are eligible to submit a response to this request for proposal include:

- Educational institutions, such as institutions of higher education, non-traditional public secondary schools such as night schools, and area career and technical

education schools (Please note that elementary and other secondary schools are not eligible);

- Community-based organization, non-profit entities, or workforce intermediaries;
- Private for-profit entity, including individuals (sole proprietors);
- Government agency or governmental units such as local or county governments, school districts, or state agencies;
- Indian Tribes, tribal organizations, Alaska Native entities, Indian-controlled organizations, or Native Hawaiian organizations;
- Other interested organizations that are capable of carrying out the duties of the One-Stop Operator, such as a local chambers of commerce, other business or labor organizations; or
- Consortium of no more than three (3) Snohomish County One-Stop Partner entities, with one specified as the fiscal agent.

An entity serving as the One-Stop Operator that also serves as a service provider within the one-stop delivery system must establish and demonstrate sufficient firewalls and conflict of interest policies and procedures. These policies must be compatible and coordinated with similar FWA/WFS policies and procedures and must conform to the specifications of 20 CFR 679.430.

The content of the proposal from the successful bidder will become the basis for negotiation of a final contract agreement. Applicants are advised that most documents in the possession of FWA are considered public records and are subject to disclosure under the State Public Records Law.

The successful bidder will be required to agree to the Workforce Snohomish Contract General Terms and Conditions and agree to comply with any policies created by FWA or WFS and any applicable federal or state policies, regulations, or laws. General Terms and Conditions for all sub-award agreements are provided in a sample WIOA Subaward Legal Agreement on Workforce Snohomish's website ([Reports and Forms page](https://www.workforcesnohomish.org/samplewioasubawardlegalagreement/)) (<https://www.workforcesnohomish.org/samplewioasubawardlegalagreement/>).

ESTIMATED AMOUNT

The sub-grant will not exceed \$125,000 annually. As a result of a successful procurement, the selected entity will enter into a legal agreement for one year, with the option to be renewed for an additional three years, one year at a time. Renewal is at the discretion of FWA and is contingent upon availability of funding, performance, and other factors determined by FWA.

SECTION II: BACKGROUND

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

This RFP was developed based on the framework for an integrated, job-driven WorkSource system in Snohomish County. WIOA promotes seamless, coordinated, and accessible service delivery that effectively meets the needs of job seekers, workers, and employers through enhanced collaboration across core programs.

This RFP was developed based upon the Workforce Innovation and Opportunity Act of 2014 and applicable federal regulations. WIOA is designed to improve and streamline access to federally funded employment, education, training, literacy, and vocational rehabilitation programs throughout the United States by effectively informing the labor force and employers about the full array of skill building opportunities.

WIOA has the following key principles:

- Increase access to and opportunities for employment, education, training, and support services for individuals, particularly those with barriers to employment.
- Support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the economic prosperity of workers and employers.
- Provide workforce development activities that increase employment, retention, and earnings of participants, and increase post-secondary credential attainment which results in:
 - Improved workforce quality,
 - Reduced welfare dependency,
 - Increased economic self-sufficiency,
 - Meet skills requirement of employers, and
 - Enhanced productivity and competitiveness of the nation.

The intent of this RFP is to solicit proposals from quality-focused, outcome-driven entities that will coordinate an integrated, job-driven service delivery system that meets the needs of our regional economy through effective partner coordination and operational integration.

DEFINITIONS

Workforce Development Area 4 is the local workforce development area designated by the Governor, which includes Snohomish County.

The Snohomish County Future Workforce Alliance (FWA) serves as the Local Workforce Development Board (LWDB) of Snohomish County.

Workforce Snohomish (WFS) is the 501(c)(3) non-profit organization designated by the chief local elected official of Snohomish County to serve as the fiscal agent of the LWDB. The FWA has authorized Workforce Snohomish to facilitate the solicitation of the One-Stop Operator RFP.

FUTURE WORKFORCE ALLIANCE MISSION, VISION, AND VALUES

The Snohomish County Future Workforce Alliance (FWA) was designated in February 2020 to serve Snohomish County as the Local Workforce Development Board (LWDB). 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.

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.

WORKSOURCE SNOHOMISH COUNTY

Snohomish County operates one comprehensive WorkSource One-Stop American Job Center, WorkSource Snohomish County (Everett, WA), supported by a strategic structure of Connection Sites and community partnerships. The system serves Workforce Development Area (WDA) 4 and is governed by Future Workforce Alliance and Workforce Snohomish.

ALIGNMENT OF THE ONE STOP SYSTEM PARTNERSHIP

WIOA requires service delivery through partnership of core programs: WIOA Title I (Adult, Dislocated Worker and Youth Services), WIOA Title II (Adult Educations and Family Literacy Act), WIOA Title III (Wagner-Peyser Act Employment Service) and WIOA Title IV (Vocational Rehabilitation Program); Temporary Assistance for Needy Families (TANF) and other key partners, including Career and Technical Education (community and technical colleges) and other programs. (Page 11 of TEGL 16-16)

Each of these services were established to fulfill certain purposes for specific populations of customers specified by state or federal statute. Rules established by agencies provided greater specificity to guide staff in carrying out their programs.

The goal of integration is to improve customer access and to better coordinate the delivery of workforce development services. Integration of services requires a partnership among key agencies that are committed to a shared vision of an integrated, customer-focused service delivery system.

The value of partnership is achieved when each organization finds it can achieve enhanced performance and customer satisfaction through collaborative efforts and shared processes and systems which allow partners to:

- Share information so that the information becomes system knowledge and is used by all for the benefit of the customer;
- Provide an environment of collegiality which supports a culture of doing whatever it takes to deliver quality services to the customer;
- Promote individual agency goals and goals of the collective to create strategies which support each partner, which in turn enhances the performance of each partner;
- Coordinates planning across multiple programs;
- Assists in meeting state and federal mandates to coordinate and collaborate; and
- Provides a learning environment and culture for staff to build and practice new skills.

SECTION III: ONE-STOP OPERATOR ROLES AND RESPONSIBILITIES

ONE-STOP OPERATOR ROLE

The role of the One-Stop Operator is to facilitate coordination of service delivery in the one-stop comprehensive center among WIOA required partners and service providers. The One-Stop Operator functionally reports to the Chief Executive Officer at Workforce Snohomish.

The One-Stop Operator also coordinates with local partner committees to ensure the provision of consistent and high-quality technical assistance and training, integration of board and Workforce Snohomish's One-Stop policies and quality standards, to ensure that WorkSource staff are providing the highest, most consistent quality service to a wide array of job seekers and employer customers.

The One-Stop Operator will coordinate service delivery among one-stop partners by performing duties including, but not limited to:

1. Convene and facilitate partnership committees and meetings:

- a. Assist Workforce Snohomish in convening and facilitating meetings of the One-Stop Center partnership committee, including establishing meeting agendas based on delegate input, tracking and reporting actions as determined by the committee, and providing meeting notes.
- b. Work with Center leadership to identify areas of improvement and areas of high performance. Share experiences and solutions with the full system partnership.
- c. In consultation with Workforce Snohomish and Connection Site leadership, develop and implement strategy to strengthen Connection site engagement, to support customer service, training, and access to resources for geographically dispersed customers across Snohomish County.

2. Performance management and reporting:

- a. Report semi-annually on the progress and performance of the partnership across the system to Workforce Snohomish. Together with Center leadership, develop benchmarks to measure a baseline of system performance and continuous improvement, in support of sustaining a culture of customer focus, community connection and high performance.
- b. Perform an annual objective assessment of the service delivery and analysis of customer flow in the comprehensive WorkSource center from a quality assurance perspective. Briefly report highlights, assessment findings, and recommendations.
- c. Establish a methodology for measuring and ensuring services, especially workshops and events, are of the highest quality and meet employee and employer demands.
- d. Gather qualitative and quantitative feedback surrounding co-enrollment and effective partnerships at the WorkSource to support effective collaborations and participant support.

3. Cultivate and sustain a culture of customer focus and high performance:

- a. The One-Stop Operator is responsible for communicating high quality customer service values and performance expectations through the WorkSource sites while operationalizing them into effective service delivery structures and strategies.
- b. Coordinate one-stop partner services to maximize streamlined customer flow and referral, including to and from connection sites.
- c. Gather and utilize customer satisfaction feedback from business, job seekers, and staff to drive continuous improvement.
- d. Conduct regular communication meetings with Connection Site staff, provide quarterly resource updates, and establish dedicated support channels to ensure Connection Sites have current information, active participation opportunities, and responsive assistance.

4. Other deliverables:

- a. Coordinate WorkSource and one-stop partner staff training as needed. This can be delivered by system partner staff or by external providers. Costs for anticipated training must be included in the budget.
- b. Lead one-stop partner staff in the preparation and submission of the required One-Stop Certification and Annual One-Stop Operator Report to FWA, via Workforce Snohomish.
- c. Maintain a Center resource guide that defines primary and secondary contacts for decisions or assistance associated with Center Operations, such as inclement weather, equipment, website, or social media updates.
- d. Keep up to date list of all site staff who have been through EO training and update this list as new staff are trained.

In addition, the One Stop Operator may serve as the central contact for WorkSource customer concerns and complaints, in accordance with Local Policy 1170 and 1060 and supporting procedures. All activities performed under the sub-grant resulting in this RFP will be delivered in accordance with WIOA, applicable regulations, Uniform Guidance 2 CFR part 200 and 2 CFR part 2900, policies and procedures that have been enacted by the U.S. Department of Labor, the State of Washington and FWA/Workforce Snohomish.

UNDERSTANDING THE EXISTING WORKSOURCE SYSTEM

Applicants must recognize that the One-Stop Operator role involves assuming coordination responsibilities over an established, functioning WorkSource system with existing partner relationships, service delivery processes and operational structures that have been developed over time. The successful One-Stop Operator will inherit a complex ecosystem of connection sites and partners, each with their own program requirements, funding streams, performance metrics, organizational cultures, and established methods of serving customers. These partners have their own independent leadership structures, service delivery expertise, and operational independence that must be respected and leveraged.

It is essential that the One-Stop Operator possesses or quickly develops a deep understanding of each partner program's unique services, eligibility requirements, performance expectations, and operational constraints. This understanding must extend beyond surface-level program descriptions to include the nuances of how each partner operates, their staff expertise, their customer populations, their regulatory requirements, and their organizational priorities. Only with this comprehensive knowledge can the One-Stop Operator effectively coordinate services in a way that enhances rather than hinders each partner's ability to achieve their individual program goals and provide excellent customer service.

The One-Stop Operator's coordination efforts must create measurable value for both partners and customers by fostering deeper collaboration that results in improved

customer outcomes, increased operational efficiency, and enhanced partner satisfaction. This requires a collaborative approach that builds on existing strengths, addresses coordination gaps, and facilitates seamless service delivery without compromising the independence and expertise that each partner brings to the system. The ultimate measure of success will be the One-Stop Operator's ability to coordinate the system in a way that enables partners to connect to the community and better serve the customers, while maintaining the integrity and effectiveness of each partner's core mission and services.

SECTION IV: SUBMISSION INFORMATION AND REQUIREMENTS

TIMELINE

| REQUEST FOR PROPOSALS TIMELINE | | |
|---------------------------------------|---|-----------------------|
| Date | Activity | Other Detail |
| September 15, 2025 | RFP early notifications | Website, social media |
| October 17, 2025 | RFP Released | Website, social media |
| November 3, 2025 | Virtual Bidder Conference | 10:00 – 11:00 a.m.PST |
| November 10, 2025 | Letter of Intent Due to Workforce Snohomish | 4:00 p.m. PST |
| December 1, 2025 | RFP Response Due to Workforce Snohomish | 4:00 p.m. PST |
| March 31, 2026 | Estimated date of award notification | |
| June 15, 2026 | Estimated Start Date of Agreement | |

BIDDERS' CONFERENCE AND QUESTIONS

Potential bidders and others who may be interested in the WIOA One-Stop Operator RFP are invited to a virtual Bidders' Conference via Zoom on **November 3, 2025 from 10:00 – 11:00 a.m. PST**. This is an opportunity to ask questions about proposal requirements and online proposal submission.

Information on the Bidders' Conference, including virtual meeting link, a recording of the Conference and emailed questions and responses will be posted at WIOA One Stop Operator RFP at: <https://www.workforcesnohomish.org/bids/oso/>

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 rfp@workforcesnohomish.org.

SECTION V: PROPOSAL CONTENT

The proposal shall clearly demonstrate the respondent's ability to carry out One-Stop Operator responsibilities. A responsive proposal is one that complies with the format and content of the RFP and receives at least 65 out of 100 points. A proposal that receives less than 65 points will be considered inadequate and will not be considered for award. All proposals must be in the specified format. Proposals will be judged for their content, merit, and clarity of language. Proposals that fail to include all items will be considered incomplete and will not be reviewed. Proposals must be submitted electronically in the following order:

| | |
|--|---------------------|
| Applicant Organization Information Form (Complete online form in application portal) | Complete/Incomplete |
| Executive Summary (no more than 1 page) | Complete/Incomplete |
| Proposal Narrative (no more than 12 pages) | 80 Points Total |
| • Administration | <i>20 Points</i> |
| • Experience | <i>30 Points</i> |
| • Approach | <i>30 Points</i> |
| Budget and Budget Narrative | 20 Points Total |
| Required Attachments | Complete/Incomplete |

All documents should be uploaded to the application portal. Be sure there are no passwords protecting the submitted files.

Application Portal: <https://www.workforcesnohomish.org/bids/apply/>

PROPOSAL FORMATTING

All parts of the Proposal Narrative must follow the formatting in the table below:

| | |
|---------|--------------------------------|
| Font | 12-point font, Times New Roman |
| Margins | One (1) inch for all margins |
| Spacing | Singled spaced |

All pages of the Proposal Narrative must contain a footer that includes the page number and organization name. The **Executive Summary and Proposal Narrative** must be uploaded as a single PDF to the application portal.

The proposal must address all questions listed under **Administration, Experience and Approach in 12 pages or less**. Submissions in excess of page limits provided will be discarded and not included in the proposal evaluation and scoring. Number and address each question in consecutive order.

EXECUTIVE SUMMARY (1 page maximum)

- A) Provide a summary not to exceed one (1) page that must include an organizational overview and how its work relates to workforce development.

PROPOSAL NARRATIVE (12 pages maximum)

A) Administration (Total Points Available: 20)

Describe organizational capacity for administration and management of funds. If a consortium proposal, identify which partner will serve as the fiscal agent and answer administrative questions accordingly.

- i) Briefly describe your organization's organizational structure and connection to workforce development. Describe how this proposal relates to your organization's goals.
- ii) Summarize your prior experience and processes that are in place for managing federal and/or other governmental funding.
- iii) Describe your organizational experience with federal financial management standards. Discuss how the organization ensures compliance with those standards.
- iv) Explain how your organization has resolved any monitoring and audit findings, or any other issues raised in the audit reports or management letters, over the last two (2) years and any related corrective action plans for each.

B) Experience (Total Points Available: 30)

For consortium applicants, this section should be authored in the context of all consortium members.

- i) Describe your organization’s (or consortium’s) experience and approach coordinating workforce development partnerships and services, across agencies and organizations.
- ii) Summarize your organization’s (or consortium’s) experience with developing recommendations for system changes to improve operations and performance.
- iii) Describe your organization’s (or consortium’s) experience evaluating service effectiveness.
- iv) Describe your organization’s (or consortium’s) experience and strategies for building and maintaining partnerships. Include an example of how you have fostered a partnership.
- v) If known, identify key personnel who will perform One-Stop Operator responsibilities together with their qualifications. If unknown, describe your staff selection process.

C) Approach (Total Points Available: 30)

- i) Describe your approach to accomplish each of the four (4) One-Stop Operator Responsibilities listed in **RFP Section III: One-Stop Operator Roles & Responsibilities**.
- ii) Describe your approach to these responsibilities over the course of the first six (6) months of the agreement, focusing on key milestones of two (2), four (4) and six (6) months.
- iii) If a consortium, describe the makeup of your group: Who is included? How will decisions be made? How will duties be divided? How will payments be directed? How will conflicts be resolved? Who will act as the fiscal agent for the consortium?

BUDGET AND BUDGET NARRATIVE (Total Points Available: 20)

A) Budget Forms (No Page Limit)

- 1) Budget Forms (F, G, H, and I).
 - a) Please complete budget forms F, G, H and I. **Download this form at:** <https://www.workforcesnohomish.org/impact-and-resources/reportsforms/>
 - b) Please complete the Budget forms F, G, H, and I for PY 25/26 (June 15, 2026 – June 30, 2027) only.
 - c) **Exhibit F:** Please include all expected expenses divided into the line items/categories provided which align to your budget narrative (Exhibit I).
 - d) **Exhibit G – Personnel Detail:** Aligned with the applicable lines in Exhibit F, detailed salaries, and benefits costs for assigned personnel.
 - e) **Exhibit H – Leveraged Resources:** If applicable, please include any leveraged resources in the “Leveraged” section at the bottom of the budget in Exhibit F and detail in Exhibit H. Include known cash values or estimate in-kind leveraged resources. Please see [2 CFR 200.306](#) for context.
 - i) A cash match or cost-sharing is a direct project expense a partner provides as your contribution to the project – your cash expenditures for costs related

to this specific program, such as program-related staff salaries, consultant's fees, equipment rentals and travel costs.

- ii) In-kind leverage valuation" refers to the process of assigning a monetary value to non-cash contributions (like goods or services) that are used to "leverage" a project or initiative, meaning they are used alongside other funding sources to increase the overall impact or value of the project, while not directly contributing cash; essentially, it's determining the financial worth of something given as a non-monetary contribution, like donated supplies, equipment, property, or services to demonstrate its contribution to the project's overall budget and success.
- f) **Exhibit I - 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.
 - g) Budgets are subject to negotiation including provisioning for an earlier start date. Budgets will be reviewed for reasonableness in relation to the proposed delivery model.

Consortium applicants should reflect costs associated with partners in the subcontract line item of the budget only, providing supporting details in budget narrative.

Budget forms may be uploaded to the application portal as Excel documents or PDF.

REQUIRED ATTACHMENTS

1. Risk Assessment and Compliance Narrative (3 pages maximum)

a. Federal Funds Management (2 pages maximum)

- Describe your organization's experience maintaining, tracking, and reporting the use of federal dollars.
- Explain your internal controls and procedures for ensuring WIOA compliance.
- Describe any experience with federal or state monitoring and if applicable how you addressed any findings.

b. Conflict of Interest Management (1 page maximum)

- Identify any potential conflicts of interest arising from relationships with training service providers or other service providers in the WorkSource system.
- If applicable, describe your firewall policies and procedures to address conflicts of interest.
- Explain how you will maintain neutrality among all WorkSource partners.

2. Additional Documentation (No Page Limit)

- Current liability insurance (attestation only on Organizational Information form, **do not** submit this documentation).
- Fiscal audits for the last two (2) years, including disclosure of any unresolved audit findings.
- Workforce-related monitoring reports from the last two (2) years, if applicable (if more than five (5) monitoring reports available, limit submission to five (5) reports, including reports with findings or items to address).
- Copy of indirect cost rate negotiated with federal or state cognizant agency, if applicable.
- Signed conflict of interest documents.
- **NOTE:** If any of these requested additional documents are not applicable, please explain/confirm in brief statement and upload with your additional documentation.

SECTION VI: ADDITIONAL CLAUSES

AWARD PERIOD

This RFP does not commit the FWA and WFS to make a subaward. Changes to state or federal regulations or policies, availability of WIOA Title I funds from federal and state administering agencies, or FWA direction that necessitate substantial alteration of program requirements or services may result in a change to, or cancellation of, the subaward. In such instances, the FWA and WFS will not be held liable for content in the selected bidder's proposal.

The FWA and WFS reserves the right to determine the subaward amount and the number of subawards. Additional funds received by the FWA and WFS may be contracted by expanding upon the successful bidder(s) scope(s) of work or by consideration of proposals not initially funded under this RFP. These decisions shall be at the sole discretion of the FWA and WFS.

This solicitation will result in an agreement with an anticipated start date of June 15, 2026 through June 30, 2027, with the ability to extend or negotiate new contracts on an annual basis for three (3) additional program years after the initial agreement for a total of four (4) years (through June 15, 2030). Agreement start dates are reliant upon successful agreement negotiations and reception of state allotted funds.

If additional related funding becomes available from any source between July 1, 2026 and June 15, 2030, those funds may be awarded for services described in this RFP.

Renewal of annual subrecipient agreement(s) is contingent upon an assessment of fiscal and program performance, compliance, adherence to subrecipient agreement terms, conditions and risk assessment, federal and state policy, FWA Board strategy and the availability of funding.

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 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 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.

PUBLIC RECORDS

Applicants are advised that most documents in the possession of the Snohomish County FWA are considered public records and subject to disclosure under the Washington State Public Records Act at Chapter 42.56 RCW. 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.

FWA & WFS PROCUREMENT PROCESS

On behalf of the FWA, WFS conducts all procurements in a manner providing full and open competition as required under [Uniform Guidance 2 CFR 200](#), other federal and state laws and regulations, and FWA's Procurement Policy. This RFP identifies all relevant requirements, evaluation factors, scoring point range, and selection process. All proposals received by the deadline, from eligible bidders will be evaluated as described in this RFP.

FWA/WFS reserves the right to modify or alter the requirements and standards in this RFP due to changes in state or federal agencies' requirements or local area needs. In such instances, FWA/WFS will not be held liable for provisions of the RFP that become invalid. All bidders who have started or submitted a proposal in the online RFP will be alerted to changes by an email to the listed contact person.

EVALUATION PROCESS

An Evaluation Committee will be formed and comprised of a minimum of three (3) members from 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 assign 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 March 31, 2026.

A particular bidder may not be recommended for funding if it has a history of agreement non-compliance with FWA, Workforce Snohomish, or any other funding source, regardless of the merits of the proposal submitted. 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 agreement.

PROTESTS OF AWARDS

Protests may only be submitted if a party believes Workforce Snohomish/FWA did not follow the process outlined in the RFP. Protests may not be submitted in contention with the score, outcome, or awards of the RFP. Any bidder who wishes to contest the process of the award of funding under this RFP must write to Workforce Snohomish within seven (7) days of notice of funding award. Workforce Snohomish will issue a decision on appeals within 30 days of receipt.

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 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 request 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 30 business days after the submission of the protest.

Address written complaints to Workforce Snohomish, 808 134th ST SW, STE 105, Everett, WA 98204.

SECTION VI: AGREEMENT SPECIFICATIONS

AWARD OF SUBRECIPIENT AGREEMENT

The award will not be final until Workforce Snohomish and the prospective subrecipient have executed a contractual agreement. Workforce Snohomish are 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.

Please refer to the **Sample Subrecipient Legal Agreement** ([WFS Reports and Forms](#)) for additional agreement details and requirements. Bidders who have not previously contracted with Workforce Snohomish are encouraged to review this document. Clauses in this document are subject to change if WIOA Re-authorization is passed in the future based on the requirement to comply with any updated language from Department of Labor and Washington State Employment Security Department.

DEBARMENT AND SUSPENSION

The subrecipient must certify that they are not debarred or suspended or otherwise excluded from or are ineligible for 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 FWA and WFS 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 FWA and WFS 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 FWA or WFS to do so.

CANCELLATION OF AWARD

FWA/WFS 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 is necessary, FWA/WFS 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 a Net 30 payments terms. The final year-end invoice as well as the annual settlement or close out package must be received at WFS 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.

APPENDIX A: LIST OF HYPERLINKS

Code of Federal Regulations (eCFR): <https://www.ecfr.gov/>

Code of Federal Regulations (CFR) guidance on subrecipient and subaward (2 CFR 200.93): <https://www.govinfo.gov/content/pkg/CFR-2014-title2-vol1/pdf/CFR-2014-title2-vol1-sec200-93.pdf>

CFR Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200): <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

Future Workforce Alliance Snohomish County:
<https://snohomishcountywa.gov/5610/Future-Workforce-Alliance>

Uniform Guidance 2 CFR 2900: <https://www.ecfr.gov/current/title-2/subtitle-B/chapter-XXIX/part-2900?toc=1>

U.S. Department of Labor, Employment and Training Administration: Training and Employment Guidance Letter No. 16-16:
<https://www.dol.gov/agencies/eta/advisories/training-and-employment-guidance-letter-no-16-16>

U.S. System for Award Management (SAM): <https://sam.gov/>

Washington State's Workforce Professionals Center website: <https://wpc.wa.gov/>

Workforce Innovation and Opportunity Act, Department of Labor Employment and Administration: <https://www.dol.gov/agencies/eta/wioa>

Workforce Snohomish Application Portal :
<https://www.workforcesnohomish.org/bids/apply>

Workforce Snohomish Downloadable forms page:
<https://www.workforcesnohomish.org/impact-and-resources/reportsforms/>

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

WorkSource Snohomish County system: <https://worksourceonline.com/>