WIOA Title I-B Services RFP

Adult, Dislocated Worker, and Youth Services

Issued: March 2, 2026
Proposals Due: April 16, 2026 at 4:00 PM (PDT)
Estimated Funding: $1.5 Million Annually
Contract Period: June 2026 – June 2027 (with up to 3 annual extensions)

Workforce Snohomish

RFP Overview

- **Purpose:** Workforce Snohomish seeks qualified organization for comprehensive WIOA Title I-B services
- **Key Metrics:**
  - $1.5M Annual Funding
  - 3 Program Categories
  - 4 Year Maximum Term
- **Primary Goal:** Select single primary subrecipient to administer all three WIOA programs, with option to engage second-tier subrecipient for Youth services

Key Timeline

- **Critical Dates:**
  - March 13, 2026: Intent to Propose Due (5:00 PM)
  - March 16, 2026: Bidders Conference (10:00 AM)
  - April 8, 2026: Questions Due (5:00 PM)
  - April 16, 2026: **Proposals Due (4:00 PM)**
  - May 13, 2026: FWA Board Award Decision
  - June 2026: Contract Start (Estimated)

Funding Categories

- **Requirement:** Bidders must apply for all three categories
- **Funding Breakdown:**
  - Adult Services: $500K
  - Dislocated Worker Services: $500K
  - Youth Services: $500K
- **Youth Services Requirements:**
  - 75% Out-of-School Youth / 25% In-School Youth (may adjust to 50/50)
  - 20% of Youth funds must be spent on work experience activities

Eligible Applicants

- **Who May Apply:**
  - Government agencies or governmental units
  - Educational institutions (higher education, career/technical schools)
  - Community-based organizations and nonprofit entities
  - Workforce intermediaries
  - Private for-profit entities
  - Chambers of commerce, business, or labor organizations
- **Second-Tier Subrecipient Option:** Primary subrecipient may engage second-tier subrecipient for Youth services (must be identified in proposal)

Scope of Work

- **Adult & Dislocated Worker Services:**
  - Career services, training programs, job search assistance, supportive services for unemployed and underemployed individuals
- **Youth Services:**
  - 14 required program elements including tutoring, work experience, leadership development, and career exploration for ages 14-24
- **System Integration:**
  - Coordinate with WorkSource partners, maintain data systems, ensure compliance with federal and state requirements

Performance Expectations

- **Federal and State Benchmarks Required:**
  - **Employment Rate:** Percentage of participants employed in 2nd and 4th quarters after exit
  - **Median Earnings:** Median earnings in 2nd quarter after exit
  - **Credential Attainment:** Percentage obtaining recognized credentials within 4 quarters after exit
  - **Measurable Skill Gains:** Progress toward educational or employment goals during participation

Proposal Requirements Overview

- **Minimum Score:** 65 out of 100 points required for consideration
- **Scoring Breakdown:**
  - Experience and Ability: 20 points
  - Relationships and Collaboration: 10 points
  - Program Design: 45 points
  - Budget: 25 points

Experience and Relationship Sections

- **Experience and Ability (20 points):**
  - Organizational structure and workforce development connection
  - Federal funding management experience
  - Compliance with financial standards
  - Monitoring
- **Relationship and Collaboration (10 points):**
  - Partnership facilitation examples
  - Referrals
  - Building/maintaining partnerships
  - Coordination with the WorkSource system

Program Design & Budget Sections

- **Program Design (45 points):**
  - Service delivery model for all three programs
  - Performance Strategy
  - Second Tier Subrecipient Structure
  - Coordination and decision-making processes
- **Budget (25 points):**
  - Complete budget forms (F, G, H, I)
  - Detailed budget narrative
  - Cost justification and reasonableness
  - Leveraged resources documentation

Required Attachments

- **Compliance Narrative** (3 pages max) - Federal funds management experience and internal controls
- **Conflict of Interest Management** (1 page max) - Disclosure and firewall policies if applicable
- **Liability Insurance** - Attestation of current coverage
- **Audited Financial Statement Reports** - Last two years with disclosure of findings
- **Single Audit Reports** – last two years if applicable threshold was met
- **Risk Assessment Questionnaire**
- **Monitoring Reports** - Workforce-related reports from last two years
- **Indirect Cost Rate** - If applicable, negotiated with federal/state agency

Key Expectations

- **Compliance:** Maintain compliance with WIOA law, federal regulations, state policies, and local board directives
- **Collaboration:** Work effectively with WorkSource partners, community organizations, and employers
- **Performance:** Meet or exceed federal and state performance benchmarks across all programs
- **WIOA Populations:** Eligibility must follow priority populations per federal and state regulations (see page 10-11 of the RFP for details)

Submission Process

- **Submit Online:** Use application portal at workforcesnohomish.org/bids/apply/
- **Deadline:** April 16, 2026 at 4:00 PM (PDT) - No late submissions accepted
- **Questions:** Submit via question form by April 8, 2026 at 5:00 PM
- **Budget Forms & Risk Assessment:** Download on our website
- **Complete Package:** Include all required sections, attachments, and budget forms

Evaluation Process

- **Timeline:**
  - WFS Staff Compliance Review: April 20, 2026
  - FWA Evaluation Committee Review: April 21 - May 1, 2026
  - Committee Recommendation: May 3-6, 2026
  - FWA Board Award Decision: May 13, 2026
  - Appeals Period: May 14-21, 2026
  - Agreement Negotiations: May/June 2026

Contact Information & Resources

- **Workforce Snohomish:**
  - Address: 808 134th Street Southwest, STE 105, Everett, WA 98204
  - Email: rfp@workforcesnohomish.org
  - Website: www.workforcesnohomish.org
- **Key Resources:**
  - RFP Document: Download full PDF on our website
  - Budget Forms & Risk Assessment: Available at www.workforcesnohomish.org/aboutus/reports/
  - Q&A Document: Updated periodically at www.workforcesnohomish.org/aboutus/bids/wioaadultdwyouth/qa/
  - Application Portal: Submit at www.cognitoforms.com/WorkforceSnohomish1/WIOAAdultDislocatedWorkerAndYouthServices