



# Request for Proposals

**REVISED 11-11-2024 (noted with strikeouts)**

## Business Services Coordinator

Services provided to:

Buffalo, Crawford, Jackson, Juneau, La Crosse, Monroe, Trempealeau, and Vernon counties

Issued By	Western Wisconsin Workforce Development Board, Inc. (Western Wisconsin WDB)
Grant Period	December 1, 2024 to June 30, <del>2025</del> with <u>an</u> option to extend for two (2) additional one (1) year periods.
RFP For:	Business Services Coordinator
Estimated Funding	\$52,645.83 (December 1, 2024 – June 30, 2025) due to partial year of a budget of \$90,250/year for PY24)
Funding Source	US Department of Labor, Wisconsin Department of Workforce Development and the Western Wisconsin Workforce Development Board, Inc. Workforce Innovation and Opportunity Act (WIOA)
Submission Requirement	One electronic submission sent to Vicki Markussen: markussenv@westernwdb.org Due by 4:00 p.m. on Friday, November <del>15</del> , 2024
Direct all questions to	Vicki Markussen, Executive Director markussenv@westernwdb.org

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**Publication:** This RFP is made available to prospective applicants through publication on the Western Wisconsin WDB website ([www.westernwdb.org](http://www.westernwdb.org)) on or about October 17, 2024

### OVERVIEW

To promote equal access to Workforce Innovation and Opportunity Act funding and active participation among providers in our region, the Western Wisconsin WDB is requesting competitive proposals for Business Services Coordinator. The Business Services Coordinator combines business services activities with Rapid Response services.

The Western Wisconsin WDB encourages innovative service delivery proposals that meet the purpose of this RFP and are characterized by collaboration, integration, accountability, continuous improvement and results. Through these services, the Western Wisconsin WDB expects to achieve a measurable and positive impact on the success of employers and workers, and therefore the economic development and standard of living of the region.



*This RFP is not in itself an offer for work, nor does it commit the Western Wisconsin Workforce Development Board, Inc. to fund any proposals submitted, nor be held liable for costs associated with the preparation or research of proposals. The Western Wisconsin WDB reserves the right to fund providers that serve the best interest of the Western Wisconsin WDB based on the evaluation criteria.*

**The services specified in this RFP will require awarded bidder to become knowledgeable in:**

- Workforce Innovation and Opportunity Act (WIOA) and regulations <http://www.doleta.gov/wioa>.
- State of Wisconsin, Department of Workforce Development's WIOA Plan, Policies and Procedures <https://www.dwd.wisconsin.gov/> <https://dwd.wisconsin.gov/wioa/policy/>
- Western Wisconsin Workforce Development Board, Inc. WIOA Plan and policies <http://www.westernwdb.org>
- Uniform Guidance <https://www.ecfr.gov/current/title-2/part-200> and <https://www.ecfr.gov/current/title-20/chapter-V/part-682/subpart-C>
- The employer base in the WDA 9, including labor market information and demographics [www.jobcenterofwisconsin.com/wisconsin](http://www.jobcenterofwisconsin.com/wisconsin)
- Training Employment Guidance Letters (TEGL): <https://wdr.doleta.gov/directives/>

**PROPOSAL SOLICITATION PROCESS AND TERMS**

**Proposal Due Date**

All proposals must be received by 4:00 p.m. on Friday, November 15, 2024. Proposals must be emailed to Vicki Markussen, [markussenv@westernwdb.org](mailto:markussenv@westernwdb.org)

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It is the responsibility of the proposer to ensure that the proposal is emailed by the due date and time. Emails will be checked at 4:00 p.m. on the due date. Any proposal not in the inbox by that time will be considered non-responsive and will not be evaluated. No late proposals will be accepted.

**Contract Period and Type**

The selected contractor will begin on December 1, 2024. The initial contract will be for a seven (7) month period, December 1, 2024 to June 30, 2025, with an option to extend for two (2) additional one (1) year periods, based on satisfactory evaluation which includes meeting performance measures and other contract milestones. The Western Wisconsin WDB reserves the option to modify contracts on a year-to-year basis in response to labor market information and/or business intelligence.

Contracts will be cost reimbursement. Final contracts will also be subject to any changes in the legislation, regulations or policies initiated by the funding sources and funding availability. The Western Wisconsin WDB reserves the right to vary or change the terms of any contract executed as the result of this RFP including funding levels, the scope of work, goals, and performance standards as it deems necessary in the interest of the Western Wisconsin WDB and its programs. Renewals will depend on future funding availability, contractors' satisfactory performance, and other factors such as federal legislative changes.

**Estimated Allocations**

The U.S. Department of Labor and the Wisconsin Department of Workforce Development allocate WIOA Title 1 Adult and Dislocated Worker Program funds to the Western Wisconsin WDB (USDOL TEGL 17-15). The funding levels indicated in this solicitation are estimates only, based on current and projected allocations. Actual funding amounts will depend on actual allocations. Budgets and contracts may need to be adjusted once funding levels are confirmed.

- WIOA Adult: \$19,250
- WIOA Dislocated Worker: \$19,250
- WIOA Youth: \$19,250
- Rapid Response: \$32,500

**Eligible Applicants**

Proposals will be accepted from any private for-profit agency, private non-profit organization, government agency, faith or community-based organization or educational institution that can demonstrate the capacity to successfully provide the services identified in this RFP. Proposals from consortia, partnerships or other combinations of organizations are allowed but must identify one organization as the lead agency and prime contractor and must specify the assignment of subcontracting relationships.

**Schedule for RFP Submission, Review and Awards**

The Western Wisconsin WDB reserves the right to make changes to the timeline due to unforeseen events.

RFP Release .....	October 17, 2024	
Proposals will be available on the Western Wisconsin WDB website at <a href="http://www.westernwdb.org">www.westernwdb.org</a>		
Bidder’s Conference.....	Wednesday, October 23 at 8:30 a.m.	
Note: email <a href="mailto:markussenv@westernwdb.org">markussenv@westernwdb.org</a> to receive a calendar invitation OR see our home page		
Link: <a href="https://bit.ly/BSC-RFP24">https://bit.ly/BSC-RFP24</a>		
Proposals Due .....	Friday, November 15, 2024 at 4:00 p.m.	
Technical Committee Review, Evaluation, and Recommendation .....	No later than Nov 21, 2024	Deleted: 15
Selected Contractor Announced .....	No later than November 25 by 4:30 p.m.	Deleted: 15
Contract Starts.....	December 1, 2024	

**Proposal Format**

Proposals should be submitted electronically to Vicki Markussen, [markussenv@westernwdb.org](mailto:markussenv@westernwdb.org)  
 The subject line should state “RFP Proposal – Business Services Coordinator”

Proposals must be no smaller than 11-point font, typed, with 1” margins. The page limit is 25 (not including required attachments.)

Letters of recommendation will not be accepted. All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.

**Proposal Review and Evaluation Process**

**Proposal Review**

There will be three phases for the Proposal Review and Evaluation Process.

- **Phase I - Preliminary Review for Responsiveness** - Western Wisconsin WDB staff will initially evaluate the proposal for completeness and responsiveness to requisite submission criteria. The following minimum criteria will be used to determine which proposals are responsive:
  - The proposal is submitted by the specified due date and is in accordance with the instructions in this RFP.
  - The required format is followed.
  - All required elements and attachments are included.
  - Preliminary budgets are complete and required leverage is included.

- All forms with original signatures are included.

Any proposal not meeting Phase 1 Criteria will be deemed non-responsive and will not be submitted to the Technical Review Committee for further review.

- **Phase II – Technical Review** - Proposals meeting the minimum criteria for responsiveness, as stated above, will then be reviewed by the Technical Review Committee. The committee is comprised of Western Wisconsin WDB board members who have no fiduciary interest in bidding for any of the WIOA programs and who have some expertise in workforce and/or in service delivery.

Proposals will be scored based on evaluation criteria outlined in the RFP. These scores will identify the strongest proposals. The Western Wisconsin WDB retains the right to request reasonable additional information from any applicant, request presentations from applicants, or conduct interviews or site visits before a contract award.

Any proposal approved for funding may be contingent on the results of a pre-award site visit conducted by Western Wisconsin WDB staff. This site visit will establish, to Western Wisconsin WDB's satisfaction, whether the bidder can conduct and carry out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the Western Wisconsin WDB, that the bidder may not be able to fulfill contract expectations, Western Wisconsin WDB reserves the right not to enter into contract with the organization, regardless of Western Wisconsin WDB's approval of the bidder's proposal.

If no response adequately addresses the RFP or serves in the best interest of the Western Wisconsin WDB, the technical review committee may recommend that no award be made.

- **Phase III** - The Technical Review Committee's recommendation will be presented to the Western Wisconsin WDB Board of Directors or the Western Wisconsin WDB Executive Committee for approval. All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative qualifications, any other areas of concern, the successful completion of contract negotiations, and the availability of funds.

#### Proposal Evaluation Criteria

The Technical Review Committee will evaluate each submitted proposal using a pre-determined point system dependent on the program being reviewed. The evaluation criteria are available at the end of each program proposal response portion.

#### Procurement Information

##### Leverage of Funding

WIOA Title I funds are intended to leverage employment and training funds in WDA 9. At least 10% leverage funding is required and must be reported monthly.

##### Non-duplication of Services

The Western Wisconsin WDB does not intend to fund any proposal that would duplicate any facility or service already available in WDA 9. Nor does it intend to fund any proposal for educational services from a non-educational agency unless it can be demonstrated these alternative services or facilities would be more effective or more likely to achieve performance goals. The Western Wisconsin WDB also requires the collaboration and coordination of services

with employment and/or training providers in WDA 9.

#### Proposal Conditions

This notice and subsequent proceedings do not commit the Western Wisconsin WDB to enter into a contract with any of the proposal submitting parties. The Western Wisconsin WDB will not pay any costs incurred in the preparation or presentation of proposals nor shall the Western Wisconsin WDB be liable for any costs incurred by the proposal submitter prior to the issuance of a contract. The Western Wisconsin WDB reserves the right to accept, reject, or modify any or all proposals received because of this notice of RFP, or to cancel, modify or reissue in part or in its entirety this notice of RFP.

This RFP may or may not result in an award of a subcontract. The Western Wisconsin WDB reserves the right, at its sole discretion, to cancel this RFP at any time and for any reason, and to reject any or all proposals at any time and for any reason. Receipt of proposals by the Western Wisconsin WDB confers no rights upon the proposer. Receipt of proposals shall not, in any manner whatsoever, obligate the Western Wisconsin WDB or any employees thereof. The Western Wisconsin WDB will arrange for the administration of the programs if no acceptable provider is found.

#### Withdrawals

A proposer may withdraw a submitted proposal prior to the proposal due date. A written request to withdraw must be submitted electronically to Vicki Markussen, [markussenv@westernwdb.org](mailto:markussenv@westernwdb.org)

#### Disqualification

Proposals not meeting the initial preliminary review will be disqualified. Additionally, proposals containing one or more of the following will not be considered nor are subject to appeal:

- Incomplete or erroneous information
- Withholding of material information
- Falsified information

All prospective applicants, its employees, agents and sub applicants, etc. are prohibited from contacting any Western Wisconsin WDB staff or other persons identified by Western Wisconsin WDB regarding this RFP.

#### Appeal

Applicants will receive written notice advising them of Western Wisconsin WDB's selection from this RFP. Non-selected applicants have the right to file one (1) original appeal. All appeals for non-award of funds must be made in writing and sent through email to: Tonya Wagner, Western Wisconsin WDB Co-Chair, [tmwagner@viterbo.edu](mailto:tmwagner@viterbo.edu) and Vicki Markussen, [markussenv@westernwdb.org](mailto:markussenv@westernwdb.org)

Appeals must be received in email no later than five (5) business days after receiving a written notification of non-award. Those appealing must confirm receipt.

The applicant will receive written notice advising as to whether its original appeal has been accepted or rejected within ten (10) calendar days from the appeal date.

In the event Western Wisconsin WDB Co-Chair's response is not satisfactory to the applicant; one (1) subsequent appeal to the Chief Local Elected Official (CLEO) is permitted. This appeal must clearly state why the applicant believes a review is justified and must be submitted in writing and sent through email within ten (10) calendar days from the date of the Chairperson's decision to: John Aasen, Chief Local Elected Official, [john.aasen@co.trempealeau.wi.us](mailto:john.aasen@co.trempealeau.wi.us) and Vicki Markussen [markussenv@westernwdb.org](mailto:markussenv@westernwdb.org)

The written appeal must fully explain the basis for appealing the Western Wisconsin WDB Co-Chair's denial. The written appeal to the CLEO must be received through email no later than five (5) days after the appeal is denied by the Western Wisconsin WDB Co-Chair. Those appealing must confirm receipt.

The CLEO shall review the appeal and render a final decision on awarding of the contract. Decisions by the CLEO will be sent to the applicant and are final. An original or subsequent appeal will not delay the Western Wisconsin WDB from conducting and concluding contract negotiations with the selected applicant(s).

#### Public Record

Applicants are advised that all documents obtained as part of this RFP process, and in the possession of Western Wisconsin WDB, are considered public records and subject to disclosure under the State of Wisconsin's Open Records Laws. There will be no public inspection of documents prior to the release of the intent to subcontract.

#### BACKGROUND AND GENERAL INFORMATION

##### Workforce Innovation and Opportunity Act (WIOA)

WIOA was signed into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Congress passed the Act with a wide bipartisan majority; it is the first legislative reform of the public workforce system since 1998. <https://www.dol.gov/agencies/eta/wioa>

##### Western Wisconsin Workforce Development Board, Inc.

The Western Wisconsin Workforce Development Board (WDB) is a private, non-profit corporation dedicated to promoting innovation and providing quality local workforce development programs and services to businesses and residents in western Wisconsin.

The Western Wisconsin WDB serves businesses and job seekers in WDA 9. This area is comprised of Buffalo, Crawford, Jackson, Juneau, La Crosse, Monroe, Trempealeau, and Vernon Counties. The City of La Crosse is the economic hub of the region.

#### BUSINESS SERVICES COORDINATOR

The Business Services Coordinator (BSC) will carry out the activities and deliverables indicated in this RFP. The BSC develops functional relationships among businesses and programs related to workforce development to support job creation and local business needs throughout WDA 9. The BSC will focus on several areas based on labor market information such as top industries in each county, growth projections, location quotient, and age of industry workforce.

## RAPID RESPONSE

Rapid Response is initiated when the State Dislocated Worker Unit or Rapid Response team learns of impending layoffs that will affect 25 or more workers. In some cases, employers are required to provide 60 days' notice before a layoff. Certain mass layoffs and plant closings will meet the criteria of the Worker Adjustment and Retraining (WARN) Act ; The criteria are complex, but some basic levels are layoffs of 50 or more workers at a single site where 50 is at least one-third of the total full-time workforce at that site, or any layoffs of 500 or more workers at a single site. Other times employers may publicly announce layoffs through the media. See WIOA law Section 3 (51).

The Dislocated Worker program is designed to help workers get back to work as quickly as possible and overcome barriers to employment. When individuals become dislocated workers as a result of job loss, mass layoffs, global trade dynamics, or transitions in economic sectors, the Dislocated Worker program provides services to assist them in reentering the workforce. <https://www.dol.gov/agencies/eta/workforce-investment/dislocated-workers>  
Eligibility Requirements are found at: <https://dwd.wisconsin.gov/wioa/policy/08/08.2.htm#sectionTwo>

### Scope of Services

Business Services are provided to employers, employer associations, or other organizations. These services include:

- Referral of qualified WIOA participants to employers.
- Recruitment events and related services for employers including job fairs and on-site recruitment events.
- Obtaining and providing customized labor market information for specific employers, sectors, industries or clusters, and other similar customized services.

The BSC may provide other business services and strategies that meet the workforce investment needs of area employers. Allowable activities include, but are not limited to:

- Developing and implementing industry sector strategies that align with the Local WIOA Plan (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnership).
- Customized assistance or referral for assistance in the development of a registered apprenticeship program.
- Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, and other effective initiatives for meeting the workforce investment needs of area employers and workers.
- Outreach to area businesses, including small and mid-sized employers.
- Promoting, supporting and assisting in completion of contracts for On-the-Job Training in collaboration with WIOA Adult and Dislocated Worker Career Planners.
- Promoting, supporting and assisting in finding additional employer partnerships as host sites for the E3 Works program
- Promoting, supporting and assisting in finding additional employer partnerships as host sites for individuals supported in additional WDB programs including WIOA Adult program(s) and QUEST
- Working with established sector groups to help increase the pipeline and supply of well skilled employees for the manufacturing sector.
- Communicate policy regarding staff response to area dislocations.
- Coordinate and deploy resources to deliver timely services to workers who are facing lay off and/or job elimination.
- Ensure that all Dislocation activities are coordinated with employer services activities, examples may include but are not limited to, job development, job fairs, fee-for service connections and resource sharing activities.
- Contact and offer Dislocated Worker, Rapid Response, Job Service services to any company that files a WARN (Worker Adjustment Retraining Notification) notice. Contact and offer services as soon as possible to a company that is not obligated to file a WARN notice but is going to be laying off workers.

- Assist the Western Wisconsin Workforce Development Board and WDA 9 in tracking regional lay-off trends.
- Enter and update individual Rapid Response events tracked in RRETS (Rapid Response Events Tracking System)

**Program Expectations**

The selected contractor will be required to learn and understand WIOA Performance Standards, as well as how the work of the BSC contributes to the performance measures and the overall success of the workforce development system. It is the responsibility of the contractor to ensure collaboration with workforce development partners to achieve the standards. The Participant Retention with the Same Employer measure may also be required later during this contract. See WIOA policy 11.5.9 at <https://dwd.wisconsin.gov/wioa/policy/11/11.5.htm#sectionNine>.

The successful bidder must be knowledgeable of the standards, including measurement, reporting, tracking, and demonstrate the ability to achieve the level of performance expected.

Accurate record-keeping practices are required. A process must be developed by the service provider to ensure that all information needed for reporting is accurately recorded and regularly updated. The Business Services Coordinator must use JCW Business to track all employer contacts.

Activity	Deliverable
<p><b>Coordination with Western Wisconsin WDB</b>            Work with Western Wisconsin WDB staff to achieve Western Wisconsin WDB’s strategic goals</p>	<ul style="list-style-type: none"> <li>• Monthly written progress report on all activities to Western Wisconsin WDB. These reports will be presented at Western Wisconsin WDB Full Board meetings.</li> <li>• Attend Business Services Team (90% minimum attendance)</li> <li>• Attend monthly Statewide Business Services Team (90% minimum attendance)</li> <li>• Attend weekly meetings with the Western Wisconsin WDB team</li> </ul>
<p><b>Job Center Integration</b>            Identify and disseminate information on work-based learning and training opportunities such as work experience, apprenticeship, on-the-job training, internships, job-shadows, and transitional jobs for both adult and youth job seekers.</p>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of work-based learning and training opportunities</li> <li>• Refer all work- based learning and/or training opportunities to Western Wisconsin WDB-related programming</li> </ul>
<p><b>Business Outreach and Information Gathering</b>            Develop and maintain strong relationships and regular communication with leaders of private sector businesses in WDA 9.</p>	<ul style="list-style-type: none"> <li>• Monthly JCW Business reports showing all business contacts (100% adherence)</li> </ul>



<p><b>Identify and prioritize current and future workforce needs based on LMI data and information gleaned from private sector business leaders</b></p>	<ul style="list-style-type: none"> <li>Detailed reports of current and projected workforce needs with supporting data from LMI and business intelligence to the Western Wisconsin WDB (100% adherence)</li> </ul>
<p><b>Post-Secondary Education Integration</b>          Maintain close ties with technical colleges in the area to connect youth, adults, and dislocated workers to post- secondary training opportunities in demand sectors.</p>	<ul style="list-style-type: none"> <li>Attendance at regularly scheduled meetings with appropriate local technical college staff and technical college advisory council meetings in demand sectors (90% Attendance)</li> <li>Reports showing:             <ul style="list-style-type: none"> <li>Skills required for demand jobs at entry level, advanced level, and professional level (Quarterly)</li> <li>Local technical college or other training programs that exist to train for jobs in demand industries and what skills training objectives are for these programs, along with the math, reading, and technical skill levels required to be successful in these programs (Quarterly)</li> <li>Gaps between what skills employers need, what skills local training programs provide, and the skill level of local workforce (Bi-annual)</li> </ul> </li> <li>Verifiable tracking of outreach and enrollment in demand industry training program (Quarterly)</li> </ul>
<p><b>Sector Group Coordination</b>          Work with established sector groups and aid in the formation of new sector groups.</p>	<ul style="list-style-type: none"> <li>Attend established sector group meetings (90% attendance)</li> <li>Report to Western Wisconsin WDB on sector group meeting content</li> </ul>
<p><b>Collaboration with K-12 Education</b>          Connect K-12 school districts to career ladder opportunities by promoting effective career information about real opportunities in the regional economy and promoting training that will prepare young people for the postsecondary training required to succeed in the 21<sup>st</sup> century workforce and advance private sector driven employment and training system throughout WDA 9.</p>	<ul style="list-style-type: none"> <li>Identify points-of-contact in each school district</li> <li>Regular meetings/communication with local technical college K-12 Relations department (Report shows contact is regular and on-going)</li> <li>Develop informational materials/packets (possibly in conjunction with local technical college K-12 Relations department) for school faculty, administration, and students</li> </ul>

**Program Requirements**

**Policy Adherence**

At any time, the US Department of Labor or the State of Wisconsin DWD may issue Training and Employment Guidance Letters (TEGL) or other policy. Additionally, the Western Wisconsin WDB may change policies in its WIOA plan at any time. These policies may or may not result in changes to fiscal or operational procedures and must be followed. The Western Wisconsin WDB will receive and disseminate all WIOA policies directly to the service provider. The Service Provider must follow all policies/guidance.

#### Assurances

The chosen contractor from this RFP must agree to the provisions and disclaimers outlined in Form C. Successful agencies through this RFP will be required to sign and agree to additional contract assurance as part of the contract completion and implementation process.

#### Oversight, Evaluation, and Monitoring

The Western Wisconsin WDB must ensure program compliance and evaluate the quality and effectiveness of the service strategies and/or adherence to WIOA regulations. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Wisconsin DWD, the Western Wisconsin WDB and any other agency that provides funds used by the Western Wisconsin WDB to contract for services in WDA 9. The selected provider must open records and allow monitors to perform oversight duties.

#### Transparency

The Western Wisconsin WDB operates under open meeting laws and the Sunshine Act. The selected proposer must be aware of and adhere to open records for all WIOA matters and open meetings where WIOA is discussed. The Wisconsin Western Wisconsin WDB considers all records and program plan funded under WIOA as open records which must be made available to anyone requesting such information.

#### Accessibility and Equal Opportunity

The Western Wisconsin WDB is committed to equal access to all services for all customers. All proposers must ensure equal opportunity to all individuals.

- Section 188 of the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status or participation in any WIOA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

All proposers are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."

Service Level	Number of Workers Affected	Minimum Level OF Rapid Response Services Each subsequent level includes services from previous level(s)
1	25-49	<ul style="list-style-type: none"> <li>Written and/or verbal presentation of basic transition information, including: Unemployment Insurance, Dislocated Worker Programs, Job Center Resources, and relevant topics related to Healthcare and Retirement during employment transition</li> </ul>
2	50-99	<ul style="list-style-type: none"> <li>Topic-specific workshops (e.g., résumé writing, interviewing, conducting an online job search, household budgeting, career planning, coping with job loss, etc.), preferably onsite prior to layoff</li> <li>WIOA Dislocated Worker Program registration sessions, preferably onsite prior to layoff</li> <li>Tailored labor market information and related deliverables</li> </ul>
3	100-249	<ul style="list-style-type: none"> <li>Scheduled visits to the affected worksite(s) to provide group and one-on-one assistance to affected workers</li> <li>Targeted job fair(s) specifically for the affected workgroup</li> </ul>
4	250+	<ul style="list-style-type: none"> <li>Transition center(s), on-site or within close proximity to the affected worksite(s), designed to provide services dedicated to the affected workgroup.</li> </ul>

**PROPOSAL RESPONSE ITEMS**

**Organizational Experience, Capacity and Past Performance – 65 points**

**Managing Workforce Programs Experience**

1. Please include the name of the program(s), amount(s) of funding, location, type and scope of the programs or services, and the role of your agency as it relates to program operations.
2. Please indicate performance outcomes for the programs cited.
3. Describe your experience collaborating with business and industry to build a strong, skilled labor force.
4. Describe your involvement in the organization of or establishment of industry sector or business groups. Explain how the experience is relevant to workforce development. Describe specific outcomes associated with these collaborations.
5. Describe your experience with and access to labor market information. Indicate the types of data collected, how the data was analyzed for strategic and programmatic purposes and the tracking mechanisms used.
6. Give specific example of outcomes achieved by your organization using forecasted workforce development information to provide services to meet employers’ present and/or future workforce needs.
7. Describe documented instances of collaborative success with local educational institutions, including the K-12 and post-secondary technical college systems. Give an example of a collaborative success including how the collaboration was initiated, implemented and evaluated.

**Staffing, Compensation and Personnel Policies**

8. Describe the experience and list any certifications that will enable your staff to provide Business Services Coordinator activities.
9. Attach an organizational chart showing the program, the percentage of time for each staff member

and how the program fits into the overall operations.

10. Please provide a staffing pattern, including programmatic and administrative personnel with your budget form.
11. Provide your agency's policies governing wage increase, individual bonus or incentive payments and severance payments. The policy should specifically state how WIOA funds will be used for wages and increases for only staff assigned to the program.
12. Describe your agency's process for recruiting, covering and filling the Business Services Coordinator position in a timely manner. Describe how your agency will maintain staffing levels necessary to address the workload.
13. Describe your process to ensure the BSC will have the necessary skills to meet the needs of the Western Wisconsin WDB and industry sector or business groups.
14. Describe how you will provide Rapid Response services as part of the local Rapid Response team.

#### Fiscal Policies, Procedures, and Internal Control

The Proposing Agency is required to ensure all state and federal funds are used appropriately and effectively to provide services to eligible persons. The agency must ensure systems are in place to provide financial management that subscribes to Uniform Administrative Guidance at 2 CFR200.

1. Please discuss your agency's requirements and methods for documentation of expenses. Describe your process for determining that costs are allowable, reasonable, necessary and appropriately allocated to meet all federal and state requirements.
2. Describe how your agency will ensure that WIOA funds will be spent only on WIOA Business Services Coordinator activities. Please note that all contractors that receive funding other than WIOA must have an indirect cost rate agreement OR choose the 10% de minimus rate. Please provide your indirect cost agreement or choice to use the 10% de minimus rate and cost allocation plan.
3. Discuss how staff is/or will be trained on WIOA allowable cost policies and how staff determines that a cost is appropriate within the scope of the contract.

#### Audit and Financial Strengths

The Proposing Agency must demonstrate adequate and financial strength to operate the program. Failure to submit audits or requested financial information timely during the contract period will result in the withholding of contract payments.

Provide one set of audit reports for each of the last two (2) years, including management letters, and the current operating budget to provide a picture of your agency's financial and business status. If an audit has not been performed, provide a financial statement(s) or a balance sheet(s) and other information that documents the financial status of your agency.

4. Describe how you have resolved any audit findings, or any issues raised in the audit reports, management letters, and any related corrective action plans for each of the last two years.
5. Please provide a statement on potential claims or liabilities.
6. Please provide a summary of all insurance information and coverage for your agency.

#### Financial and Programmatic Monitoring

The Proposing Agency must implement an internal monitoring system to guarantee financial and programmatic oversight of its contract. Please describe your process, including how you will ensure the Business Services Coordinator focuses efforts on deliverables as described in this RFP.

#### Program Design - 105 points

##### Coordination with the Western Wisconsin WDB

Describe how you will ensure that the Business Services Coordinator maintains close contact and coordination with the Western Wisconsin WDB staff and partners, local and statewide committee representation, and assignments. How will you document time and effort as evidence of this requirement?

##### Integration into Job Centers

Describe how you will ensure that the BSC is fully integrated into the local and statewide Business Services Team and partnerships at the Job Center. Describe how the BSC will be trained on Job Center partnerships, services and work-based learning. BSC agency should be included in the Memorandum of Understanding, and MOU should describe how this integration will happen.

##### Business Outreach and Information Gathering

1. Describe the outreach strategies to the employers in WDA 9. Describe the process used to identify and prioritize current and future needs of employers.
2. How will you share information on work-based learning, apprenticeships and on the job training?
3. How will you ensure that the information gathered is entered into JCW Business and shared with Western Wisconsin WDB staff, board members and partners?
4. Describe your plan for increasing business outreach in counties other than La Crosse.

##### Close integration with the Technical Colleges

5. Outline your plan to develop and sustain ties with local technical colleges to attract and educate a high volume of students to provide a well-skilled labor pool for the Western Wisconsin WDB industries of focus.
6. Describe how the Business Services Coordinator will work with local technical colleges to advance the development of career pathway options and work-based learning options in the identified demand industries.

##### Coordination with Sector Organizations

Describe how you will ensure that the Business Services Coordinator provides supportive services to established sector organizations. Outline the steps you will take to ensure that the services provided are allowable under WIOA. Describe your oversight of these activities and how you will ensure that the BSC spends up to but no more than 10% of the time on TUMMA activity.

##### K-12 Collaboration

Describe how you will ensure collaboration with K-12 systems and local CESA agencies, tech-prep councils and technical colleges to ensure a future pipeline of well-skilled employees.



**Leverage**

Outline your plans to leverage funding (10% required).

**Budget Information - 30 points**

Provide the budget form and a budget narrative that outlines how each cost was calculated and the justification for each.

**Required Forms**

- Form A Cover Sheet
- Form B Budget
- Form C Staffing Pattern
- Form D Assurances
- Form E WIOA Explanation
- Form F Equal Opportunity
- Form G Statement of Non-Collusion
- Form H Provision and Disclaimers

**Proposal Evaluation Criteria**

The Technical Review Committee will evaluate each submitted proposal based on the following:

Section	Points Available
Organizational Experience, Capacity & Past Performance	65 Points
Program Design	105 Points
Budget Information	30 Points
Total Points	200 Points

Proposers must score a minimum of 160 points to be considered for a contract.