



**SC WORKS**

**WORKLINK WORKFORCE  
DEVELOPMENT BOARD**

**Call for Proposals PY26**

WIOA One-Stop-Operator, Adult, Dislocated Worker & Out of School Youth Programming

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# WorkLink WDB RFP – PY26

One-Stop-Operator, WIOA Adult, Dislocated Worker & Out of School Youth

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## Contents

- PART 1: INTRODUCTION AND BACKGROUND..... 1
  - Purpose of the Workforce Innovation and Opportunity Act (WIOA) ..... 6
  - Overview of the WorkLink Workforce Development Board (WDB) ..... 6
  - Vision, Mission, and Core Purpose..... 6
  - Administrative Entity ..... 6
  - Workforce Landscape ..... 6
  - Overview of the SC Works System..... 6
  - Designated SC Works Centers in the WorkLink Region..... 7
    - Comprehensive Center ..... 7
    - Satellite Centers..... 7
  - Access Points ..... 7
  - Required Notices and Compliance Statements ..... 7
    - Equal Opportunity Statement (29 CFR Part 38)..... 7
    - Stevens Amendment – Required Funding Disclosure..... 7
  - Disclaimers ..... 8
    - Procurement Disclaimer ..... 8
    - Neutrality Statement..... 8
    - One-Stop Operator Role Clarification ..... 8
- PART 2: SOLICITATION INFORMATION..... 8
  - WorkLink Procurement..... 8
  - Contact Information..... 8
  - Solicitation Timeline..... 8
  - Eligible Bidders & Additional Qualifications ..... 9
  - Technical Review & Presentations ..... 9
- PART 3: SCOPE OF SERVICES AND OPERATIONS..... 9
  - Overview and Primary Goals ..... 9
  - Partner Coordination (System-Wide)..... 10

SC Works Center Management & Certification .....	10
Services to Job Seekers (Career Services) .....	10
Employer Service Coordination (Business Services) .....	10
WIOA-Funded Work-Based Learning (WBL) .....	10
Rapid Response Services .....	11
Workforce Services in the Community & Access Points .....	11
Outreach (System-Wide) .....	11
Special Grants & Outside Funding.....	11
WIOA Out-of-School Youth (OSY) Services – Summary .....	11
Adult & Dislocated Worker Program Design – Bidder Response Focus.....	11
<b>PART 4: WORKLINK DELIVERABLES &amp; REPORTING .....</b>	<b>0</b>
Contractor Deliverables (Consolidated).....	0
Reporting Requirements.....	0
<b>PART 5: PROPOSAL APPLICATION &amp; SUBMISSION INSTRUCTIONS.....</b>	<b>1</b>
Format Requirements .....	1
Accessibility Requirements (Section 508 / ADA) .....	1
Required Forms and Attachments (Single List) .....	1
Submitting Confidential Information (FOIA) .....	2
Electronic Submission Requirements & Options .....	2
Due Date & Automatic Extensions.....	2
<b>PART 6: PROPOSAL NARRATIVE INSTRUCTIONS .....</b>	<b>3</b>
Program Proposal Synopsis (Limit 1 page).....	3
Experience & Organizational Overview .....	3
Partner Integration .....	3
Fiscal Experience with Federal Funds & Administrative Capacity .....	3
Administrative Role & Organizational Structure .....	4
Staffing Plans & Co-Location/Telework .....	4
Past Performance (Form E).....	4
Program Design (Cross-Cutting) .....	4
<b>PART 7: BUDGET &amp; BUDGET NARRATIVE INSTRUCTIONS .....</b>	<b>5</b>
Budget Overview and Caps.....	5
Completing Budget Forms (Consolidated).....	5

Budget Narrative / Justification (By Cost Category) .....	6
Staff Costs .....	6
Operating Expenses (separate from Facilities) .....	6
Participant & Employer Costs.....	6
Sub-Tier Agreements / Professional Fees / Profit / Indirect.....	7
Budget Flow & Client Flow (and Supplements) .....	7
Required Ratios, Limits, and Assurances .....	7
PART 8: EVALUATION CRITERIA AND RATING SYSTEM.....	7
PART 9: SELECTION & POST-SELECTION .....	8
Proposal Review Process.....	8
Contract Negotiations & Award.....	9
Administrative Requirements of Contractors (Consolidated) .....	9
Appeals Process .....	10
PART 10: FORMS (INDEX) .....	10



## **PART 1: INTRODUCTION AND BACKGROUND**

### **Purpose of the Workforce Innovation and Opportunity Act (WIOA)**

WIOA is designed to increase the prosperity of workers and employers; improve the quality of the workforce; reduce welfare dependency; increase economic self-sufficiency; meet employer skill requirements; and enhance national productivity and competitiveness.

### **Overview of the WorkLink Workforce Development Board (WDB)**

The WorkLink Workforce Development Board (WDB) serves Anderson, Oconee, and Pickens counties. The volunteer board ensures that the local workforce development system is market-driven and responsive to the employment and training needs of businesses and job seekers. WorkLink administers WIOA in partnership with local service providers and through a comprehensive SC Works system that offers access to employment, training, and business services. WorkLink's goal is to support a fully employed, highly skilled workforce by funding Adult, Dislocated Worker, and Youth programs, and by supporting employers through On-the-Job Training (OJT) and Incumbent Worker Training (IWT).

### **Vision, Mission, and Core Purpose**

Vision: To have a fully employed and highly skilled workforce in South Carolina.

Mission: WorkLink develops the link between employers/businesses and the workforce.

Core Purpose: To improve the workforce and quality of life in Anderson, Oconee, and Pickens Counties by serving as the vehicle for workforce development in the region.

### **Administrative Entity**

The South Carolina Appalachian Council of Governments (ACOG) serves as the Administrative Entity and Fiscal Agent for the WorkLink WDB. All grants and contracts are executed by ACOG on behalf of WorkLink WDB. If any changes occur regarding the Administrative Entity, a new contract will be drawn up with the selected service provider for the remaining timeframe outlined in this proposal.

### **Workforce Landscape**

Labor market information for the WorkLink region is available through the SC Works Online Services (SCWOS) Labor Market Information portal: <https://jobs.scworks.org/vosnet/Default.aspx>. The WorkLink local area consists of Anderson, Oconee, and Pickens Counties. Labor market information is subject to change; proposers are responsible for using the most current data available when designing service strategies.

### **Overview of the SC Works System**

The SC Works Center (One-Stop) system brings together federal, state, and local partners to provide integrated services to job seekers and employers. Services are business-driven and emphasize customer choice.

## Designated SC Works Centers in the WorkLink Region

### Comprehensive Center

SC Works Clemson at East Park – 1376 Tiger Blvd., Suite 102, Clemson, SC 29631 | Hours: 8:30 AM – 5:00 PM, Monday–Friday | Phone: (864) 643-0071 (TTY 711)

### Affiliate Centers

- SC Works Anderson – 1428 Pearman Dairy Rd, Anderson, SC 29624 | Hours: 8:30 AM – 5:00 PM, Monday–Friday (Closed 12–1 PM) | Phone: (864) 260-6780 (TTY 711)
- SC Works Easley – Pickens County QuickJobs Development Center, 1774 Powdersville Rd, Easley, SC 29642 | Hours: 8:30 AM – 5:00 PM, Monday–Tuesday (Closed 12–1 PM) | Phone: (864) 220-8990 (TTY 711)
- SC Works Seneca – Oconee County QuickJobs Development Center, 104 Vocational Drive, Seneca, SC 29672 | Hours: 8:30 AM – 5:00 PM, Monday–Friday (Closed 1–2 PM) | Phone: (864) 646-1741 (TTY 711)

### Access Points

Anderson Interfaith Ministries; United Way of Anderson County; United Way of Pickens County; United Way of Oconee County; Anderson, Oconee, and Pickens County Library Systems; The Dream Center of Pickens; SHARE.

WorkLink SC Works Center hours are set by the WorkLink WDB and are subject to change. Centers follow the State Holiday schedule and may close early for staff training. For emergencies such as inclement weather, SC Works Centers follow the county government office schedule for closings and delays.

## Required Notices and Compliance Statements

### Equal Opportunity Statement (29 CFR Part 38)

WorkLink Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TTY: 711.

### Stevens Amendment – Required Funding Disclosure

“This workforce product was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The product was created by the recipient and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.”

Funding attribution statement: “This program is fully funded by the U.S. Department of Labor as part of an award totaling \$TBD at a later date by SC DEW with \$0 (0%) financed from non-governmental sources.”

## Disclaimers

### Procurement Disclaimer

Issuance of this RFP does not commit the WorkLink WDB or ACOG to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure for contract for services. The WorkLink WDB reserves the right to accept or reject any or all proposals.

### Neutrality Statement

References to current SC Works Centers, partners, or service locations are provided for informational purposes only and do not imply preference toward any proposer.

### One-Stop Operator Role Clarification

The One-Stop Operator is responsible for coordinating service delivery among required partners in accordance with WIOA Section 121(d). The Operator may not provide direct career or training services unless appropriate firewalls are established and approved by WorkLink WDB.

## PART 2: SOLICITATION INFORMATION

### WorkLink Procurement

WorkLink reserves the right to cancel this solicitation in whole or in part and may reject any or all proposals. WorkLink WDB will notify all bidders in writing of the final status of this RFP. Revisions to the RFP prior to the submission deadline will be posted as addenda on the WorkLink website: <https://worklinkweb.com/en/about-worklink/request-for-proposals/>. Bidders are responsible for checking the website frequently and acknowledging any addenda that impact proposal requirements.

### Contact Information

During the proposal and evaluation process, the sole contact point for any inquiries or information relating to this RFP will be: Victoria Britton, Executive Director, WorkLink Workforce Development Board – [vbritton@worklinkweb.com](mailto:vbritton@worklinkweb.com).

### Solicitation Timeline

Event | Date | Time (EST)

- RFP Release – February 22, 2026
- Deadline to submit Technical RFP Questions – March 6, 2026 | 5:00 PM
- Bidder's Conference (Teams) – March 13, 2026 | 9:00 AM (Q&A posted within 48 hours)
- Proposal Packages Due & Technical Review (or Letter of Non-Reply) – March 27, 2026 | 1:00 PM
- Formal Review of Proposal Packages – March 27–30, 2026
- Selected Bidder's Notified of Request to Present – March 31, 2026 | 9:00 AM
- Bidder's Presentation (Invite Only, via Teams) – April 14, 2026 | 9–10 AM; 1–2 PM; 3–4 PM
- WorkLink WDB Votes on Submitted RFPs & Presentations (Teams) – April 16, 2026 | 10:00 AM
- Written Notification to Successful Bidder – April 20, 2026
- Contract Negotiations Begin – April 30, 2026 | Time TBD
- Compliance Documents due and Contracts Issued – Prior to Grant Award Date

- WorkLink Contract Begins – July 1, 2026

\*Questions received after the deadline will be answered ad hoc and posted weekly; no questions will be answered after March 13, 2026. Final Q&A will be posted no later than close of business on March 20, 2026. Presentations will be required; bidders will be notified via invitation.\*

### **Eligible Bidders & Additional Qualifications**

Eligible entities include: government agencies; Employment Service State agencies (Wagner-Peyser); Indian Tribes/organizations; educational institutions (excluding elementary/other secondary schools as operators); community-based/nonprofit/workforce intermediaries; other interested organizations (e.g., chambers, labor); private for-profit entities; and Local WDBs (with required approvals).

Additional qualifications: Nonprofits must have been incorporated at least two years and hold 501(c)(3) status; for-profits must have been incorporated at least two years and provide an Original Certificate of Insurance by award announcement. Organizations must be licensed to do business in South Carolina; have capacity to receive/disburse/account for funds per GAAP; be free from debarment/suspension; be fidelity bonded; and demonstrate capacity to comply with WIOA regulations.

Successful past performance is defined as maintaining fiscal integrity and having operated a One-Stop System/Center for more than two years or demonstrating successful performance operating similar employment/training centers; and having direct experience providing WIOA services to businesses or similar services.

Bidders must attend the virtual Bidder's Conference (Teams). Please email [vbritton@worklinkweb.com](mailto:vbritton@worklinkweb.com) with intentions to attend to receive an invitation. All proposals must be received by the due date/time; late proposals are disqualified. RFP and related documents: <http://www.worklinkweb.com/welcome/request-for-proposals/>.

### **Technical Review & Presentations**

All proposals will undergo a technical review for compliance with submission guidelines. Receipt of applications will be confirmed via email. Bidders may be requested to make an oral presentation to the RFP Review Committee to clarify their application and ensure mutual understanding (by invitation).

## **PART 3: SCOPE OF SERVICES AND OPERATIONS**

\*Bidders are encouraged to use graphics and charts to illustrate relationships, processes, and locations.\*

### **Overview and Primary Goals**

The One-Stop Operator (Operator) is the organization selected to operate the SC Works System for the WDB. The Operator coordinates the full array of WIOA services with required and non-required partners to serve job seekers and employers across the comprehensive center, satellite sites, and Access Points as detailed in current MOUs.

- Ensure customers receive the highest level of service for Jobseeker Services.
- Ensure employers receive the highest level of service for Business Services and WIOA business engagement activities.

- Ensure access to labor exchange services authorized by Wagner-Peyser and information on partner programs, training, and services.
- Ensure partners deliver quality and timely services and that outreach materials, locations, and services are accurate and ADA/EO compliant.

### **Partner Coordination (System-Wide)**

Coordinate, facilitate, and convene partners quarterly to streamline services, reduce duplication, meet performance, plan/share resources, track referrals, and align budgets. Focus coordination on the regional SC Works system (not just within physical centers) for both job seekers and businesses. Ensure rigorous evaluations and data-driven decisions; align with annual MOUs negotiated by WorkLink WDB, DEW, and the Operator.

### **SC Works Center Management & Certification**

Provide functional management and oversight of SC Works centers and partners in accordance with policies of the WDB, SWDB, SCDEW, and USDOL. Appoint at least one Center Manager to oversee day-to-day operations and coordinate community jobseeker services. Achieve and maintain One-Stop Certification Standards: One-Stop Management Standards, System Standards for Employer Services, and System Standards for Job Seeker Services, using continuous improvement tools.

### **Services to Job Seekers (Career Services)**

Ensure access to career services identified in WIOA §134(c)(2) at established centers during specified hours. Maintain resource rooms at the comprehensive and satellite sites. Coordinate services and integrate best practices, including orientations, workshops (e.g., financial literacy), ADA/EO compliance, targeted outreach to underserved populations, and alignment with labor market needs and partner efforts.

### **Employer Service Coordination (Business Services)**

Ensure required employer-focused career services, including labor exchange and labor market information, and appoint at least one Business Services Representative (dependent on funding) to coordinate employer services and execute work-based learning opportunities on behalf of the WDB. Coordinate job fairs, hiring events, sector partnerships, and employer workshops; use employer assessments and LMI to drive strategy; convene Business Service Teams quarterly; and track customer satisfaction to drive improvements.

### **WIOA-Funded Work-Based Learning (WBL)**

Coordinate allowable work-based learning for Adults/Dislocated Workers: Registered Apprenticeships (OJT portion), Pre-Apprenticeships (OJT portion), Work Experiences/Internships (paid or unpaid), Transitional Jobs, OJT, Customized Training, and Incumbent Worker Training (local funds). Ensure participants are enrolled prior to placement; implement agreed processes for supportive services and case management; enter activities, documentation (contracts, timesheets), budgets, and case notes in SCWOS in a timely manner and coordinate with the Program Services contractor.

## **Rapid Response Services**

Serve as a proactive member of the Rapid Response team led by SCDEW for companies experiencing layoffs/closures (including WARN events), coordinating appropriate services for affected workers and employers and aligning with TAA where applicable.

## **Workforce Services in the Community & Access Points**

Establish and maintain services beyond centers to reach remote and high-poverty communities. Innovate in service delivery, including technology-enabled approaches. Evaluate SC Works Access Points annually, updating locations as needed to provide basic career services under the SC Works brand.

## **Outreach (System-Wide)**

Develop an ongoing outreach plan for general and priority populations, including community presentations, brochures (non-duplicative of WDB/State-mandated materials), website content, social media, and—where allowable—print/radio ads. Coordinate content with WDB messaging and branding guidance.

## **Special Grants & Outside Funding**

Collaborate, as allowable, on special grants pursued by WorkLink that support the WDB mission. If WorkLink receives similar DOL/DEW funding, the selected proposer may be asked to provide services for those grants; the WDB may seek other providers if in the region's best interest.

## **WIOA Out-of-School Youth (OSY) Services – Summary**

Basic eligibility: Not attending school; age 16–24 (WorkLink focus 17–24 at enrollment); resides in Anderson, Oconee, or Pickens; has one or more WIOA-defined barriers (e.g., dropout; basic skills deficient; English language learner; justice-involved; homeless/runaway/foster/out-of-home; pregnant/parenting; disability; low-income requiring additional assistance); authorized to work in the U.S.; and Selective Service registered (males 18+).

Required program elements include eligibility determination and certification prior to enrollment; objective assessment; Individual Service Strategy (ISS) linked to performance outcomes and documented in SCWOS; and access to WIOA's 14 youth elements (A–N), including tutoring; alternative education; paid/unpaid work experiences (including summer, pre-apprenticeship/apprenticeship, internships, job shadowing, OJT); occupational skills training; concurrent education/training; leadership development; supportive services; adult mentoring; 12-month follow-up; guidance/counseling (including substance use counseling); financial literacy; entrepreneurial skills; labor market information; and postsecondary transition activities.

## **Adult & Dislocated Worker Program Design – Bidder Response Focus**

Bidders must present a vision aligned with the Scope of Services, local/regional plans, One-Stop Certification Standards, and MOUs; define SMART goals with timelines; describe data collection/use; cite evidence-based practices/innovations; and explain how technology will support service delivery and partner coordination.

## Definitions and Resources

**Allowable Costs:** Those costs which are necessary, reasonable, allocable, and allowable under applicable Federal, State, and local law for the proper administration and performance of services to customers.

**Basic Skills Deficient:** An individual who has English reading, writing, or computing skills at or below the eighth-grade level on a generally accepted standardized test or a comparable score on a criterion-referenced test.

**Cost Reimbursement Contracts:** This is an agreement format that provides for the reimbursement of all allowable costs, which have been identified and approved in the contract budget. Contractors must maintain the documentation necessary to support the costs.

**Upstate Workforce Area:** Includes the geographic areas of Spartanburg, Cherokee, and Union Counties in South Carolina.

**In-Kind Contribution:** The value of services that are provided by the Grantee at no cost to the Grantor.

**Job Readiness:** Activities that help prepare customers for work by assuring that they are familiar with general workplace expectations and exhibit work behaviors and attitudes necessary to compete successfully in the labor market. This may include life skills training.

**Job Skills Training:** Training in technical job skills and equivalent knowledge and abilities in a specific occupational area offered by post-secondary institutions, secondary schools, public and private agencies, and other organizations

**Offender:** An individual subject to any stage in the criminal justice process who has a barrier to employment because of a record of arrest or conviction.

**Out-of-School Youth:** A participant not younger than 16 and not older than 24 who is out of school or is a high school dropout. This includes youth enrolled in alternative education programs but does NOT include youth enrolled in school taking part in an alternative program for a part of the regular school day.

**Participant:** An individual who has been determined to be eligible to participate in, and who is receiving services under, a grant program.

**Performance-Based Contracting:** A method of contracting in which successful completion of certain benchmarks by the enrolled population obligates the awarding agency to make certain predetermined payments.

**School Dropout:** An individual no longer attending school and who has not received a high school diploma or GED.

**Self-Sufficiency:** A family's level of personal and economic independence from public assistance for the basic needs of food, clothing, shelter, and medical care.

**Supportive Services:** Services which are necessary to enable an eligible individual who cannot afford to pay for such services to participate in a Workforce Development program. Such services may include counseling, transportation, childcare, work clothing, etc.

**WIN:** WIN assessments measure workplace skills critical to job success. It measures the "real world" skills employers believe are critical to job success. The system is designed to match prospective employees to jobs and careers and prepare students for the workplace.

**WIOA:** Workforce Innovation and Opportunities Act, Public Law 113-128. Replaces WIA in providing employment, training, and supportive services to assist eligible individuals to become gainfully employed and self-sufficient.

Information about the Workforce Innovation and Opportunities Act is available at:

<http://www.doleta.gov/wioa/>

### **Program Administration**

**Timeline** - All budgets submitted for activities under this Request of Proposal are to be for costs incurred between July 1, 2026 and June 30, 2027. The awarding agency's funding obligations under any agreement are contingent upon receipt of funds from the USDOL/State allocation guidelines governing distribution within the awarding agency's total jurisdiction. The Awarding Agency is in no way obligated for any funds not received or any decrease in funding required by allocation formulas. WorkLink may require applicants selected to participate in cost negotiations and/or technical or other revisions to their proposals prior to contract finalization. In addition, contract amounts may be adjusted by the Local Board and/or the staff based on final allocation figures.

**Contract Type** - described below.

- A. **Cost Reimbursement:** A line-item budget based on all legitimate costs to be incurred by the contractor carrying out the activity. The contractor is reimbursed for actual expenses according to the approved line-item budget.

**Administrative and Fiscal Capabilities** -The proposer's administrative and fiscal capabilities will be assessed by a review of the completion of the Pre-Award Survey, which must be completed before contracts are finalized. A representative of the Upstate Workforce Board may visit the offering entity to affirm certain items of the survey. Any serious discrepancies found will be brought to the attention of the Board prior to contract finalization and could result in the cancellation of the commitment to fund.

In addition to the Pre-Award Survey, entities that have previously contracted with WorkLink will be evaluated in terms of their historical performance as it relates to financial and administrative matters with particular emphasis on the following:

- B. The entity's efforts to recover debts.
- C. Established fraud or criminal activity of a significant nature.
- D. Failure to maintain an appropriate financial management system.
- E. Unresolved or recurring audit findings of a significant nature.
- F. Failure to provide services to applicants as agreed to in a previously funded program or to meet applicable program standards.
- G. Failure to return a grant closeout package by the established deadline.
- H. Failure to submit required reports in a timely manner.
- I. Failure to properly report and dispose of government property.
- J. Unresolved disallowed costs or disallowed costs in excess of five percent of a contract.

The failure to meet any one of the above responsibility tests does not establish that an organization is not responsible, unless the failure is substantial or persistent (for two or more consecutive years), and, therefore, will not automatically preclude an award being made.

2. **Required Documentation of Selected Bidders at time of award** - If an award is offered, the following information will be required to be provided:

- A. Federal Identification Number
  - B. List of Current Board Members of Governing Body
  - C. Copy of Indirect Cost Plan & Approval
  - D. Grievance Procedures
  - E. Federal Identification Number
  - F. List of Current Board Members of Governing Body
  - G. Copy of Indirect Cost Plan & Approval
  - H. Grievance Procedures
  - I. Staff, Personnel, and Travel Policies\*\*
-

- J. Charter and By-Laws of Organization
- K. Evidence of Signatory Authority
- L. Banking Arrangements
- M. Cost Allocation Plan
- N. Lobbying Certification
- O. Fidelity Bonding
- P. Debarment and Suspension Certification
- Q. Organization's Mission and Vision Statements

State agencies that have an approved indirect cost plan must include indirect costs as a part of their application. The amount of allowable indirect costs will be negotiated after the grant award. No services that are included in indirect costs may be direct charged. Indirect cost plans must be submitted upon award and must specify services that are included in the indirect charges.

**Affirmative Action** - The contractor will take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, without regard to discrimination by reason of race, color, religion, sex, national origin, or physical disabilities as provided for in 20 CFR Part 667.275 of the Workforce Innovation and Opportunity Act; Interim Final Rule and the administrative provisions of the Workforce Innovation and Opportunity Act as provided for in Section 188 of Public Law 113-128.

As a condition to the award of financial assistance under the Workforce Innovation and Opportunity Act from the Department of Labor, the grant application assures, with respect to the operation of the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal employment opportunity provisions of the Workforce Innovation and Opportunity Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination Act of 1975, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance.

## **PART 4: WORKLINK DELIVERABLES & REPORTING**

### **Contractor Deliverables (Consolidated)**

- Execute MOUs/Agreements with partners annually (in partnership with WorkLink).
- Attain and maintain One-Stop Certification for all centers.
- Maintain SC Works facilities (vendors/contractors for maintenance and upkeep).
- Maintain and, as needed, expand Access Points service locations.
- Develop and carry out One-Stop Operations and Business Engagement Plans.
- Meet or exceed performance measures (WIOA, Business Plan, WDB goals, customer satisfaction).
- Coordinate system-wide communications regarding SC Works Centers and local Business Services among staff and partners.
- Coordinate and maintain Staff Development & Training plans for SC Works staff (including partners), covering customer service, partner services, LMI, and business services updates.
- Arrange and coordinate services for low-income/underserved communities and for layoffs/Rapid Response.
- Coordinate all job seeker services (in centers and community) and all business services (throughout the local area).
- Achieve WBL goals, expending 30% or more in participant or employer-related costs.
- Convene partners and Business Service Teams quarterly; lead sector partnerships/industry focus groups quarterly (local and regional).
- Participate in and/or coordinate community workforce events (job/hiring/service fairs, workshops).
- Collaborate and share information with WDB staff on an ongoing basis.
- Coordinate workshops, track attendance, and publish monthly workshop schedules; coordinate partner coverage for resource rooms.
- Set and monitor customer service standards for centers; develop and maintain a Partner Resource Manual (or equivalent).
- Monitor and record referrals between partners (updated regularly in SCWOS).
- Develop and execute an inclusive Outreach Plan for centers, priority populations, and Business Services.
- Attend Board and committee meetings prepared to present progress on RFP deliverables/goals; provide dashboards/reports.
- Expend a minimum of 95% of total grant.

### **Reporting Requirements**

- Programmatic Reports: Monthly and quarterly written reports due by the 10th of the month following the reporting period, including center traffic (daily/monthly/PY-to-date by location), workshops (type/frequency/attendance), hiring events and job fairs, referrals, business services, partner meeting

minutes/activities, community events, outreach progress, and similar activities. Include dashboards for Board/Committee presentations.

- Financial Reports: Monthly Request for Payment; FSR-S form; General Ledger Detail; YTD Expenditure Reports; Contract Obligations by Fund Stream. Must support SCDEW grant reporting requirements and maintain in-house IFT and ITA tracking. Reports due by the 10th of each month; data available upon request by DOL, SCDEW, or WDB staff.

## **PART 5: PROPOSAL APPLICATION & SUBMISSION INSTRUCTIONS**

### **Format Requirements**

- Font: 12-point Calibri; Page Size: 8.5 × 11 inches; Margins: 1 inch; Page numbers on all pages.
- Header on each page: submitting organization's name and RFP number/title.
- Include a Table of Contents with page numbers.
- Electronic submission preferred.

Formatting requirements are intended to support clarity and accessibility and are not intended to restrict competition (2 CFR 200.319).

### **Accessibility Requirements (Section 508 / ADA)**

- Provide searchable, readable text (no scanned images without OCR).
- Use tagged headings and logical reading order.
- Include alt-text for graphics, charts, and images.
- Ensure high-contrast text; submit accessible PDF or Word formats.
- Provide alternative formats upon request.

### **Required Forms and Attachments (Single List)**

- Form A – Proposal Checklist.
- Form B – Proposal Cover Sheet (with signatures).
- Table of Contents.
- Program Narrative (see Part 6).
- MOUs/Agreements with Partners (as applicable).
- Subcontractor Description; attachments: sub-contracts/MOAs detailing services and costs.
- Attachment: Budget Narrative (per 2 CFR 200.302 and 200.403).
- Form D – WorkLink Master Summary of Goals.
- Attachment: Sample Board/Committee Report or Dashboard.
- Form E – Past Performance (with performance summaries; monitoring reports/responses; most recent financial audit for 2 CFR 200.332 risk assessment).
- Form C – WorkLink Budget Forms.
- Form F – Organization Reference Chart (with three or more letters of support).
- Form G – Conflict of Interest Form (with bidder's disclosure per 2 CFR 200.318(c)).

- Form H – Proposal Rating Sheet.
- Form I – Compliance Documents (all required exhibits completed).
- Other Attachments: any additional documents that strengthen or clarify the proposal.

All documents must be submitted in accessible formats and in the order listed on Form A. Missing components or incorrect ordering may result in point deductions or disqualification.

### Submitting Confidential Information (FOIA)

- Mark “CONFIDENTIAL” on each page/portion exempt under SC Code §30-4-40(a)(1) or §11-35-410.
- Mark “TRADE SECRET” per SC Trade Secrets Act (SC Code §39-8-20).
- Mark “PROTECTED” per SC Code §11-35-1810.
- Do not mark an entire proposal; markings must be conspicuous. Excessive/improper markings may render proposals non-responsive.
- All unmarked pages may be publicly disclosed; pricing and financials used for award, and the final contract amount, are public.
- The bidder agrees to defend/indemnify ACOG, WorkLink WDB, and the State for withholding information marked as confidential/trade secret/protected.

### Electronic Submission Requirements & Options

- Submit one complete electronic copy identical to the original; compatible with Microsoft Office (2010+) or Adobe PDF; viewable/searchable/copyable/printable without password.
- If including confidential information, also submit a redacted copy (same pagination, blanks where redacted, accessible format).
- Document naming example: RFP 26-WIOA-01\_ABC Co\_pt 1 of 4; redacted copies append “\_Redacted.”
- Email Submission: Use a clear subject line (e.g., “26-WIOA-01 One Stop Operator, Final Proposal Submission, ABC Co., Email 1 of 4 Emails”).
- WorkLink Dropbox Submission: Request instructions from the RFP Point of Contact.
- Bidder-Arranged Submission Method: Must be coordinated with the RFP Point of Contact; unsecure file-sharing platforms are not accepted.
- Send a separate confirmation email after submitting; WorkLink will acknowledge receipt.

### Due Date & Automatic Extensions

- Hard Copy Contingency: If WorkLink WDB is closed due to an emergency, hard copy deadlines extend to the next business day when operations resume.
- Electronic Contingency: If WorkLink WDB experiences an internet outage preventing receipt, the electronic deadline extends to the next business day when functionality is restored.

- Pre-Bid/Pre-Proposal Conference Contingency: If WorkLink is closed or experiences an outage at the scheduled time, an Amendment will be issued to reschedule.

## **PART 6: PROPOSAL NARRATIVE INSTRUCTIONS**

### **Program Proposal Synopsis (Limit 1 page)**

- Statement of Intent – what you will accomplish and regional benefits.
- Vision for the SC Works System – target customers, key locations, SMART goals across Center Management & Job Seeker Services and Business Services.
- Case for Selection – why your organization should be selected.

### **Experience & Organizational Overview**

- Organization overview: total employees; years in operation; current/prior employment & training programs; geographies; federally funded programs.
- Relevant expertise: technology, management/admin infrastructure, staff qualifications, experience with fiscal/facilities/personnel/service delivery, and managing multi-partner initiatives.
- Comparable projects & performance: benchmarks, employer/partner relationships, AJC (or equivalent) operations, job seeker services delivered.
- Attach Form F – Organization References (≥3 contacts) and ≥3 letters of support from key partners/employers.

### **Partner Integration**

Describe integration and coordination with mandated WIOA partners and any non-WIOA agencies included (and why). If not a prior One-Stop Operator, describe comparable integration experience.

### **Fiscal Experience with Federal Funds & Administrative Capacity**

- Experience managing multiple federal/state/local funding sources per GAAP, including approach to self-monitoring and total federal dollars currently managed.
- Financial & administrative team support for WorkLink; how local program/frontline staff will participate in fiscal processes; how budgeting, obligations, accruals, and expenditures will be tracked.
- Effective control & accountability: internal controls to safeguard against fraud/waste/abuse; monitoring & audit history (attach certified financial audit ≤18 months old; note exceptions/recommendations).
- Property management: systems, policies/handbooks, and safeguarding procedures; attach procurement policy applicable to federally funded grants.
- Repayment of disallowed costs: method and capacity to repay.
- Cash flow capacity to cover 20–30-day drawdown process.
- Financial system capabilities: software, staff experience, ability to generate invoices/reports/monitoring data; source documentation and audit trails.

## **Administrative Role & Organizational Structure**

- Time tracking & personnel management: how time will be tracked; software; holiday schedule; how raises/bonuses are determined and implemented; benefits and eligibility timelines.
- Organizational chart including executive, management, and frontline staff.
- Internal compliance monitoring: how you will monitor WIOA regulatory and contractual compliance (program and fiscal), provide technical assistance, monitor ADA/EO compliance, pursue innovations/best practices, and conduct formal/informal monitoring.

## **Staffing Plans & Co-Location/Telework**

- Staff Allocation Plan: identify staff shared across regions vs. fully dedicated; % of time to WorkLink/other projects; supervisory and indirect roles; alignment with budget.
- Staffing chart & position descriptions: titles, descriptions, education/experience; resumes for existing staff; start-up hiring plan for new providers; time allocation by project.
- Work location & modality (in-person/remote/hybrid) with % of time and basis (billable hours).
- Co-location in SC Works Centers: workspace needs; desired locations; % of time at each location.
- Non-co-located positions: remote/alternate locations; % of time.
- Telework policies: attach policy and describe eligibility.
- Staff development: training/professional development plans.

## **Past Performance (Form E)**

- Describe past performance managing federally funded One-Stop systems and delivering WBL opportunities: best practices, success stories, accomplishments, progress toward deliverables, lessons learned, corrective actions/resolutions.
- Attach: most recent WIOA Annual Performance Summary or Rolling Four Quarters; recent monitoring report (with corrective action response if applicable); most recent financial audit.

## **Program Design (Cross-Cutting)**

- Vision for the SC Works System aligned with Scope of Services, Local Plan, Certification Standards, and MOUs.
- SMART goals with timelines and metrics; data collection and use; evidence-based practices/innovations; technology for service delivery and partner connectivity.
- Start-Up Plan (new providers): transition timeline, staff training, transition activities.
- Transition Plan (current providers): for Business Services and WBL opportunities, including timelines and training.
- Service Delivery & Partner Coordination: staff roles/responsibilities; key partnerships/roles; customer groups/strategies; functional teams/account

management; quarterly convenings; meeting quality & data use; partner communications and referral tracking; conflict management.

- Individuals Requiring Long-Term Services: prevent disincentives; ADA accessibility; EO compliance; outreach/tailored services for priority populations.
- SC Works Center Management: center structure; resource rooms; staff organization; customer service standards; coordination and communication; dedicated resources for Center Management & Job Seeker Services and for Business Services.
- Business Services: required services per WIOA/regulations; use of LMI, employer feedback, and sector strategies; hiring events/job fairs; sector partnerships; communications with staff/Business Service Integration Team; customer satisfaction measurement and improvement.
- Career Services: required career services per WIOA; career pathways; sector strategies; customer-focused delivery; soft-skills approach; Rapid Response services; required training services per WIOA §134(c)(3)(D).
- WBL Opportunities: services offered; sub-tier agreements; placement goals and cost-per-participant; implementation/coordination with Adult/DW enrollment, case management, and supportive services; tracking obligations/payments; soft/basic skills supports; evaluating participant and employer outcomes; safety protocols; promotion plan; SWOT analysis.
- Workforce Services in the Community: non-traditional service delivery; Access Point development/maintenance; time dedicated; partnerships and leveraged resources.
- Outreach Plan: timeline/methods; outreach to hard-to-reach and priority populations; partnerships; presentations/materials; innovative outreach methods.
- Sub-Contracts: if planned, describe subcontractor, services, implementation dates, and outcomes (subject to WDB approval).

## **PART 7: BUDGET & BUDGET NARRATIVE INSTRUCTIONS**

### **Budget Overview and Caps**

Complete Form C – Budget Template for WorkLink regional expenses. For partnerships/consortia (one fiscal agent with subcontractors), provide an additional Program Budget Sheet for each subcontractor with budget breakdown and a clear statement of the Operator. Include all costs tied to program design; assign monetary values to in-kind/cash match and explain in the budget narrative. For planning purposes, request no more than WorkLink: \$1.350.251 under this RFP (One Stop Operator, Adult, Dislocated Worker, and Out-of-School Youth funding). Contracts begin July 1, 2026 (start-up as applicable).

### **Completing Budget Forms (Consolidated)**

- Complete Staff, Operational Costs, and Participant Related Costs worksheets first; totals auto-transfer to Budget Summary and Budget Detail Summary. Verify all formulas/math.

- Client Flow and Budget Flow must align with projected enrollments, exits, caseloads, staffing, and timing of expenditures.
- Successful bidders will be held accountable for planned outcomes; outcomes are negotiated annually and included in the contract.
- Include a Staff Cost Allocation Plan per 2 CFR 200 that matches the Staff worksheet; explain any differences in the narrative.

## **Budget Narrative / Justification (By Cost Category)**

### **Staff Costs**

- List each position (title + brief job description/responsibilities). Calculation: hourly wage × planned hours × % charged to this RFP.
- Describe cost allocation when staff are split across categories/programs/funding sources; identify common costs (per 2 CFR 200).
- Fringe benefits: list components, basis, and rates with calculations; note variable rates if applicable.
- Include anticipated salary/fringe adjustments during the period (timing and impact).
- Exclude fundraising positions (unallowable under WIOA). Adhere to Federal salary/bonus limitations (see TEGL 5-06).

### **Operating Expenses (separate from Facilities)**

- Data processing costs (software, internet-based services, private networking) that directly support WIOA case managers/participants in WorkLink.
- Communications; expendable supplies/materials; outreach items; staff training/technical costs; staff travel (local and out-of-area). Attach your travel policy.
- Facilities costs: show rent calculations and attach MOAs/contracts/leases as exhibits; use only for new staff costs or service delivery locations proposed (align with MOUs).
- Non-expendable equipment (unit cost ≥ \$5,000) requires prior written approval. Computers/printers may be expendable—categorize appropriately.
- Outreach: list itemized costs, units, and frequency consistent with the outreach plan; include shipping/handling/taxes/fees.

### **Participant & Employer Costs**

- Work-Based Learning (Payments to Participants): by WBL type, calculate # participants × avg hourly rate × avg hours × % funded by WIOA; break out wages and fringe; include sub-tier fees if applicable.
- Payments to Employers (e.g., OJT): calculate by WBL type; break out wages/fringe and employer reimbursement % as applicable.
- Other Participant Related Costs: list items (e.g., assessments such as TABE/CRC) with unit cost × number of units (linked to projected participants).

### Sub-Tier Agreements / Professional Fees / Profit / Indirect

- Sub-Tier Agreements: describe services/activities, provider, planned outcomes, participants served, impact on performance; attach budget and contract/MOA as exhibit.
- Training Fees/Professional Fees/Profit: describe each item and calculations (units × unit cost or per-staff/per-period).
- Profit (cost-reimbursement contracts): propose SMART goal-based criteria and payment schedule (monthly/quarterly/mid-year/closeout). Profit ≤ 10% of contract; payment contingent on verified data/reports.
- Indirect Costs: only for organizations with approved rate (attach approval) or electing the de minimis rate (≤10% of MTDC). Describe how rate is applied.

### Budget Flow & Client Flow (and Supplements)

- Budget Flow: provide planned monthly expenditures with narrative; avoid flat monthly spending—forecast realistically.
- Client Flow: provide planned monthly WBL placements by type, funding source, and expected successful vs. unsuccessful completions with narrative.
- Supportive Services Supplement: estimate supportive services needed to support WBL participants by type; show # participants × average amount × average # payments.

### Required Ratios, Limits, and Assurances

- Allocate ≥30% of requested funds to participant costs or employer reimbursements.
- No reimbursement for expenditures >110% for these categories: Salaries, Operational Costs, Classroom Training, Supportive Services, Other Participant Costs, Sub-Tier Agreements. For Fringe, Training/Professional Fees/Profit, and Indirect Costs, reimbursements may not exceed 100%.
- Expenditures exceeding approved line-item amounts require prior board-approved modification; otherwise reimbursement will be denied.
- End-of-Budget Assurances: bonding (general liability) for authorized financial roles; record retention (≥3 years from close-out; longer if litigation/audit pending); invoice and reconciliation practices; GAAP compliance; program income use/reporting; procurement system ensuring open competition, written procedures, and conflict-of-interest standards.

## PART 8: EVALUATION CRITERIA AND RATING SYSTEM

The Selection Committee will use the following criteria and point values. Members score independently, document reasoning, and maintain confidentiality; oral presentations may be requested; decisions are subject to protest.

- Program Proposal Synopsis – 5 points: Alignment with WorkLink vision/role; clear target groups/locations; SMART goals; understanding of RFP requirements.

- Experience, Capacity & Past Performance – 20 points: Demonstrated resources/expertise; technology/management/admin capacity; successful benchmarks; partner/employer relationships; fiscal integrity; internal controls; audit/monitoring history; staffing plans; staff development; time tracking and fair policies; travel policy; compliance self-monitoring.
- Program Design – 20 points: Comprehensive, collaborative, data-driven system; innovative, tech-enabled approaches; dedicated resources for Center Management/Jobseeker Services and Business Services; feasible start-up/transition plans with timelines.
- Service Delivery & Partner Coordination – 15 points: Clear roles/responsibilities; customer groups/locations; partner roles; sustainable placement model; duplication reduction; performance alignment; conflict management; incorporation of PY25 MOU elements.
- Business Services – points embedded within Program Design/Service Delivery: Required services; LMI and employer feedback; sector strategies; training integration; center usage by employers; Rapid Response approach; customer satisfaction tracking; Business Service Integration Team convenings.
- Career Services – points embedded within Program Design/Service Delivery: Required services; LMI/employer feedback; career pathways; training integration and lifelong learning; resource room vision; Rapid Response approach; customer satisfaction tracking.
- WIOA-Funded WBL – points embedded within Program Design: Alignment with employer needs; appropriate sub-tier agreements; realistic placement goals and cost per participant; start-up/coordination with Adult/DW; robust tracking; soft/basic skills supports; evaluation tools (skills progression and worksite safety) with timelines; promotion and recruitment plan.
- Provide Workforce Services in the Community – considered across criteria: Actionable plan for priority and remote communities; Access Point development and maintenance.
- Outreach – 15 points: Comprehensive, multi-channel strategy (print, community, social media, etc.); reasonable budget; includes Limited English, EO/ADA, and priority populations.
- Subcontracting – evaluated where applicable: Clear descriptions and reasonable costs/outcomes.
- Budget & Financial Information – 25 points: Realistic financing for services/goals; accuracy and detail; cost effectiveness; leveraged funds; staff-to-customer ratio; SMART goal-based profit criteria and payment schedule; coherent customer/expenditure flows.

## **PART 9: SELECTION & POST-SELECTION**

### **Proposal Review Process**

- Technical Review: Staff verify format and required sections/signatures/attachments per Form A. Non-responsive proposals are identified.

- Programmatic Review/Evaluation: Selection Committee scores and ranks proposals using the criteria in Part 8. Staff compile funding recommendations for WDB approval. Proposers may be asked to negotiate technical/pricing details.

### **Contract Negotiations & Award**

- Bidders are numerically ranked; the top-ranked bidder is invited to negotiate. If agreement is not reached in a reasonable timeframe, negotiations may proceed with the next bidder. WorkLink will not negotiate with a bidder scoring below 70.
- Contracts are “not-to-exceed” amounts based on agreed Scope and budget. Per 2 CFR 200 procurement guidance, WorkLink may extend a service provider contract (not to exceed four total years) contingent on performance, annual budget negotiations, and state/federal guidance.
- Upon Board authorization and completion of documents, a Notice to Proceed will be issued. Selected bidders must maintain auditable records; fiscal/administrative capabilities may be assessed before finalizing contracts.

### **Administrative Requirements of Contractors (Consolidated)**

- Timekeeping: Maintain records of actual hours worked, leave, and holidays for all WIOA-funded staff; reflect time allocated across all projects; signed by employee and supervisor each pay period.
- Professional Development: Support staff participation in WIOA-related training and meetings; obtain prior approval for out-of-area travel/expenses.
- Fiscal Recordkeeping: Complete compliance documents before contract finalization; provide supporting documentation upon request; discrepancies may affect awards.
- Subcontracting: Obtain prior written WDB approval and comply with Uniform Guidance and ACOG procurement policy; submit subcontracts for review upon request.
- Reporting: Provide monthly/bi-monthly/quarterly progress reports of performance and expenditures vs. deliverables; submit Monthly Request for Payment and Financial Status Report (Supplemental) by the 10th; submit Annual Financial Closeout by August 10 (or the prior Friday).
- Audits & Monitoring: Submit finalized audit reports within 30 calendar days of receipt; operations are subject to 2 CFR Part 200 and 2 CFR Part 2900; develop internal monitoring to ensure compliance with WIOA and the contract.
- Required Documents prior to start (see Form I): current fiscal statement and last audit; bonding agreement; signatory authorities; indirect cost plan/approval (if applicable); suspension/debarment certification; staff cost allocation plan; drug-free workplace certification; lobbying certification; FEIN; governing board list; organizational chart; grievance procedures; travel policies; charter/by-laws; banking agreements; general liability policy; job descriptions of WIOA-funded personnel.
- Participant Time & Attendance: Maintain participant time/attendance during training/supportive services; ensure signatures by participant and verifying staff; retain in official WIOA files.

- Payments on Behalf of Participants: Maintain checks and balances between source documents and payment processing; undocumented payments may be disallowed and must be reimbursed from non-WIOA sources.
- Refund Policy: Establish internal procedures to recover unused tuition funds when a participant exits tuition-based training early.
- Affirmative Action & Non-Discrimination: Comply with EO 11246 (as amended), Sections 503 and 504 of the Rehabilitation Act; if applicable ( $\geq \$50,000$  and  $\geq 50$  employees), maintain a written Affirmative Action Plan.
- South Carolina Law Clause: By submission, the proposer agrees to jurisdiction of SC courts for disputes and compliance, including taxes, licenses, and fees.
- Indirect Costs: Only if approved by cognizant agency; include list of items in indirect cost pool.
- Insurance for Participants: SCDEW provides accident insurance for typical classroom and worksite training; the contractor must provide general liability insurance annually as part of compliance documents.

### Appeals Process

A bidder may appeal an award announcement by submitting a written appeal within fifteen (15) working days of the award announcement to: Jim Kilton, Board Chair (c/o: Victoria Britton, SC Works Clemson, 1376 Tiger Blvd, Suite 102, Clemson, SC 29631). Appeals must cite specific RFP sections or statutes allegedly violated. Appeals disputing scores or funding levels are not accepted. Late appeals are not accepted. Appeals with merit will be evaluated by the Executive Committee and then brought to the full WDB; the WDB decision (and County Council, where applicable) is final.

### PART 10: FORMS (INDEX)

- Form A – Proposal Checklist
- Form B – Proposal Cover Sheet
- Form C – Budget
- Form D – Master Summary of Goals
- Form E – Past Performance
- Form F – Organization Reference
- Form G – Conflict of Interest
- Form H – Proposal Rating Sheet
- Form I – Compliance Documents

## Form A: Proposal Checklist

- Proposal Checklist (Form A)**
- Proposal Cover Sheet (Form B), with signatures**
- Exceptions to RFP**  
The Bidder must ensure the exceptions are clearly labeled and easily removed.
- Program Narrative**  
The program narrative should detail the Bidder's plan of service delivery by answering questions laid out in the RFP.
- Budget Forms (Form C), with budget narrative**
- Past Performance (Form D)**
- Organization Reference Chart (Form E)**
- Conflict of Interest Form (Form F)**  
The Bidder must disclose all relationships with any member of the WorkLink WDB or WDB Staff.
- Proposal Rating Sheet (Form G)**
- Resumes and Qualifications of Staff**
- Subcontractor Description, including cost and services provided**
- Compliance Documents**
- Memoranda of Agreements or Understandings with Partners**



**WORKFORCE DEVELOPMENT BOARD**  
 WorkLink Workforce Development Area  
**CLIENT FLOW PROJECTIONS**

Service Provider \_\_\_\_\_

Contract # \_\_\_\_\_

Project Activity \_\_\_\_\_

Fund Source \_\_\_\_\_

Period	Clients Served			Clients Exited			Active Clients
	Carryover	New	Cumulative	Positive	Negative	Cumulative	
July	0	0	0	0	0	0	0
August		0	0	0	0	0	0
September		0	0	0	0	0	0
October		0	0	0	0	0	0
November		0	0	0	0	0	0
December		0	0	0	0	0	0
January		0	0	0	0	0	0
February		0	0	0	0	0	0
March		0	0	0	0	0	0
April		0	0	0	0	0	0
May		0	0	0	0	0	0
June		0	0	0	0	0	0
Carryovers							
New Enrollments							
Follow-up							
Total Served							
Planned C/O							

Active Clients equal Cumulative Clients Served minus Cumulative Clients Exited Include a description of how you arrived at your projected participants served.

Show your cost per participant calculation.

**WORKFORCE DEVELOPMENT BOARD**  
 WorkLink Workforce Development Area  
**GRANT BUDGET SUMMARY**

Service Provider \_\_\_\_\_ Contract # \_\_\_\_\_

Project/Activity \_\_\_\_\_ Funding Source \_\_\_\_\_ Modification # \_\_\_\_\_

Line Items	Administrative	Non-Administrative	Total Budget Amount	In-Kind Contributions *
Salaries & Fringe Benefits	\$ -	\$ -	\$ -	\$ -
Facilities/Rent Costs (space)	\$ -	\$ -	\$ -	\$ -
Non-Expendable Equipment Costs	\$ -	\$ -	\$ -	\$ -
Operating Expenses	\$ -	\$ -	\$ -	\$ -
WIOA Customer Wages and Fringe Benefits		\$ -	\$ -	\$ -
WIOA Customer Individualized Training Costs		\$ -	\$ -	\$ -
WIOA Customer Supportive Services Costs		\$ -	\$ -	\$ -
WIOA Customer Needs-Based/Needs-Related Payment Costs		\$ -	\$ -	\$ -
WIOA Payments to Employers Costs		\$ -	\$ -	\$ -
Staff Training/Tech Services Costs	\$ -	\$ -	\$ -	\$ -
Other Direct Costs	\$ -	\$ -	\$ -	\$ -
Training Fees/Professional Fees/ Profit	\$ -	\$ -	\$ -	\$ -
Indirect Costs	\$ -	\$ -	\$ -	\$ -
Total Budget Costs	\$ -	\$ -	\$ -	\$ -
Percentage of Budget	#DIV/0!	#DIV/0!	#DIV/0!	
Cost Limitations	2% Maximum	At least 98%	100%	

\* In-Kind Contributions should not be included when calculating the Percentage of the Budget.

\*\* *The Proposer may modify these budget worksheets as necessary.*

WORKFORCE DEVELOPMENT BOARD  
 WorkLink Workforce Development Area  
**STAFF SALARIES, FRINGE BENEFITS & INDIRECT COST**

Service Provider \_\_\_\_\_ Contract # \_\_\_\_\_

Project/ Activity \_\_\_\_\_ Funding Source \_\_\_\_\_ Mod # \_\_\_\_\_

**STAFF & INDIRECT COST - BUDGET SUMMARY**

<b>SALARIES, FRINGE BENEFITS, &amp; INDIRECT COST</b>					<b>ADMINISTRATION</b>		<b>NON-ADMINISTRATIVE</b>		<b>In-Kind Contributions*</b>
Staff Salaries: Position Title	Salary Per Month	No. of Months	% of Time	<b>TOTAL AMOUNT</b>	<b>%</b>	<b>Amount</b>	<b>%</b>	<b>Amount</b>	
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
	\$ -	0	0%	\$ -	0%	\$0	0%	\$0	\$ -
<b>TOTAL SALARIES</b>				<b>\$ -</b>		<b>\$0</b>		<b>\$0</b>	<b>\$ -</b>
<b>FRINGE BENEFITS:</b>									
FICA	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
Workers Comp.	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
Health & Wealth (Pos. Level)	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
Ret. / Pension	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
Unemployment Insurance	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
Other (Specify)	0%	X	\$ -	\$ -	0%	\$0	0%	\$0	\$ -
<b>TOTAL FRINGE BENEFITS</b>				<b>\$ -</b>		<b>\$0</b>		<b>\$0</b>	<b>\$ -</b>
<b>INDIRECT COST: RATE</b>	<b>0%</b>	<b>X</b>	<b>\$ -</b>	<b>\$ -</b>	<b>0%</b>	<b>\$0</b>	<b>0%</b>	<b>\$0</b>	<b>\$ -</b>
<b>TOTAL COST</b>				<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>

Each position must be supported by a job description and a salary range.

Each fringe benefit must have a description of the benefit to employees, and a calculation on how each benefit will be applied.

A current copy of your "Indirect Cost Rate" as approved by your Cognizant Agency and description of the costs covered must be attached to the budget as an Exhibit

WORKFORCE DEVELOPMENT BOARD  
 WorkLink Workforce Development Area  
**COST AND PRICE ANALYSIS WORKSHEET**

Project/Activity \_\_\_\_\_ Fund Source \_\_\_\_\_ Mod # \_\_\_\_\_

<b>Cost and Price Analysis</b>	<b>Total Cost</b>	<b>Administrative</b>	<b>Non-Administrative</b>	<b>In-Kind Contributions</b>
<b>FACILITIES COST *</b>				
<b>Total Cost of Facilities or Rent</b>	\$ -	\$ -	\$ -	\$ -
<b>NON-EXPENDABLE EQUIPMENT</b>				
Equipment Rental Cost *				
Non-Expendable Equipment Purchases	\$ -	\$ -	\$ -	\$ -
Wide Area Network (WAN) Equipment and Computer Software	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Non-Expendable Equipment</b>	\$ -	\$ -	\$ -	\$ -
<b>OPERATING EXPENSES</b>				
Communications				
Local Telephone Cost	\$ -	\$ -	\$ -	\$ -
Long Distance Telephone Cost	\$ -	\$ -	\$ -	\$ -
Wide Area Network Lines	\$ -	\$ -	\$ -	\$ -
Postage ( )	\$ -	\$ -	\$ -	\$ -
Facsimile (Fax)	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Communications</b>	\$ -	\$ -	\$ -	\$ -
Staff Travel				
Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Mileage cost	\$ -	\$ -	\$ -	\$ -
Non-Local Per Diem/Lodging Cost	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Staff Travel</b>	\$ -	\$ -	\$ -	\$ -
Expendable Supplies and Materials				
Office/Desktop Supplies and Materials Cost	\$ -	\$ -	\$ -	\$ -
Copying Cost *	\$ -	\$ -	\$ -	\$ -
WI Customer Supplies and Materials Cost *	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Supplies and Materials</b>	\$ -	\$ -	\$ -	\$ -
Equipment Maintenance and Repairs Cost *	\$ -	\$ -	\$ -	\$ -
Utilities Cost *	\$ -	\$ -	\$ -	\$ -
<b>Total Operating Expenses</b>	\$ -	\$ -	\$ -	\$ -
<b>WI CUSTOMER WAGES AND FRINGE BENEFITS</b>				
Work Experience Wages and Fringe Benefits				

<b>FACILITIES COST *</b>				
<b>Total Cost of Facilities or Rent</b>	\$ -	\$ -	\$ -	\$ -
Work Experience Wage Cost	\$ -		\$ -	\$ -
Work Experience Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of Work Experience</b>	\$ -		\$ -	\$ -
Limited Internship Wages and Fringe Benefits				
Limited Internship Wage Cost	\$ -		\$ -	\$ -
Limited Internship Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of Limited Internship</b>	\$ -		\$ -	\$ -
Miscellaneous Wage Cost (Specify) _____				
_____ Wage Cost	\$ -		\$ -	\$ -
_____ Fringe Benefits Cost	\$ -		\$ -	\$ -
<b>Total Cost of _____</b>	\$ -		\$ -	\$ -
<b>Total Cost of WI Customer Wages &amp; Fringe Benefits</b>	\$ -		\$ -	\$ -
<b>WI CUSTOMER INDIVIDUALIZED TRAINING COSTS</b>				
Tuition Cost	\$ -		\$ -	\$ -
Instructional Supply Cost	\$ -		\$ -	\$ -
Other Individualized Training Cost	\$ -		\$ -	\$ -
Individual Training Account/Voucher Cost	\$ -		\$ -	\$ -
<b>Total Cost WI Customer Individualized Training</b>	\$ -		\$ -	\$ -
<b>WI CUSTOMER SUPPORTIVE SERVICES COSTS</b>				
Child Care	\$ -		\$ -	\$ -
Transportation	\$ -		\$ -	\$ -
Training Payment Cost (Summer Youth Only)	\$ -		\$ -	\$ -
<b>Total Cost of Customer Support Services</b>	\$ -		\$ -	\$ -
<b>WI CUSTOMER NEEDS-BASED/NEED-RELATED PAYMENTS</b>				
List Type and Amount	\$ -		\$ -	\$ -
_____	\$ -		\$ -	\$ -
_____	\$ -		\$ -	\$ -
_____	\$ -		\$ -	\$ -
<b>Total Cost of WI Needs Based/Need-Related Payments</b>	\$ -		\$ -	\$ -
<b>WI PAYMENTS TO EMPLOYERS</b>				
On-the-Job Training (OJT)	\$ -		\$ -	\$ -

<b>FACILITIES COST *</b>				
<b>Total Cost of Facilities or Rent</b>	\$ -	\$ -	\$ -	\$ -
Job Creation Payment Cost	\$ -		\$ -	\$ -
<b>Total Cost of WI Payments to Employers</b>	\$ -		\$ -	\$ -
<b>STAFF TRAINING/TECHNICAL SERVICES COSTS</b>				
List Type and Amount				
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Staff Training/Technical Services</b>	\$ -	\$ -	\$ -	\$ -
<b>OTHER DIRECT COSTS</b>				
List Type and Amount				
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
_____	\$ -	\$ -	\$ -	\$ -
<b>Total Other Direct Costs</b>	\$ -	\$ -	\$ -	\$ -
<b>TRAINING/PROFESSIONAL FEES/PROFIT</b>				
Budgeted Profit	\$ -	\$ -	\$ -	\$ -
Professional Fees	\$ -	\$ -	\$ -	\$ -
Other	\$ -	\$ -	\$ -	\$ -
<b>Total Cost of Training/Professional Fees/Profit</b>	\$ -	\$ -	\$ -	\$ -

\* Each amount listed in this budget must be supported by a cost/price analysis. A separate Excel worksheet may be included. A description should be included in the budget narrative.

**WORKLINK DEVELOPMENT BOARD**  
 WorkLink Workforce Development Board  
**BUDGET FLOW PROJECTIONS**

Service Provider \_\_\_\_\_

Contract # \_\_\_\_\_

Project/Activity \_\_\_\_\_

Fund Source \_\_\_\_\_

Period	Cumulative Expenditures					
	Administration	%	Non-Administrative	%	Totals	%
July						
August						
September						
October						
November						
December						
January						
February						
March						
April						
May						
June						

### Form D: Past Performance

Project Title:	
Funding Source:	
Funding Amount:	
Grant Start Date:	
Grant End Date:	
Contractual Outcomes to be Achieved:	Actual Outcomes Achieved:
Brief Summary of Project:	

#### Past Performance

Describe your past performance managing federally funded workforce development programs, or comparable experience, for the last two years by completing:

Project Title:	
Funding Source:	
Funding Amount:	
Grant Start Date:	
Grant End Date:	
Contractual Outcomes to be Achieved:	Actual Outcomes Achieved:

Brief Summary of Project:

You may add additional pages if needed to capture program performance for the past two years.

## Form E: Organizational References

**Organization One:** \_\_\_\_\_

Public Agency/Government     Faith-Based Organization     Private-for-Profit Corporation  
 Educational Institution     Non-Profit Corporation     Other: \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Authorized to Contact References

Is above reference affiliated with your organization?  Yes     No

**Description of Work Completed:**

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**Organization Two :** \_\_\_\_\_

Public Agency/Government     Faith-Based Organization     Private-for-Profit Corporation  
 Educational Institution     Non-Profit Corporation     Other: \_\_\_\_\_

**Contact Person & Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_

**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

Authorized to Contact References

Is above reference affiliated with your organization?  Yes     No

**Description of Work Completed:**

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**Form F: Conflict of Interest**



**WORKFORCE DEVELOPMENT BOARD  
CONFLICT OF INTEREST DISCLOSURE FORM**

Article IV of the WorkLink Workforce Development Board (WDB) By-laws addresses Conflicts of Interest for board members, to include any subgroup performing duties on behalf of the WDB, in the following manner:

**Pursuant to Section 107(h) of the Act, “A member of the local board, or a member of a standing committee, may not- (1) vote on a matter under consideration by the local board- (A) regarding the provision of services by such member (or by an entity that such member represents); or (B) that would provide direct financial benefit to such member or the immediate family of such member; or (2) engage in any other activity determined by the Governor to constitute a conflict of interest as is specified in the State plan”.**

**Each such conflict of interest shall be declared by the member and so recorded in the official minutes. Any concerns or questions that may arise during meetings regarding conflict of interest may be directed to the Chairperson for clarification.**

By signing below, the signee acknowledges that he or she has read the conflict-of-interest definition and policy outlined in the preceding paragraphs and pledges to adhere to this policy to the best of his or her ability.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## FORM G: REQUEST FOR PROPOSALS EVALUATION

Applicant: \_\_\_\_\_

Activity: WIOA One Stop Operator/Adult/DW/Out of School Youth Program Services

Criteria	Weight	Score
<p><b><u>Program Proposal Synopsis:</u></b> A concise summary of a larger program proposal, outlining its core purpose, objectives, budget, and implementation timeline for quick review and approval. It acts as a high-level, persuasive overview, highlighting the "why" and "how" of a project to secure stakeholder buy-in, funding, or approval before detailed planning begins.</p>	10	
<p><b><u>Experience, Capacity &amp; Past Performance:</u></b></p> <ol style="list-style-type: none"> <li>1. In the context of WIOA, "<i>experience</i>" refers to an entity's demonstrated history of performing work that is similar in scope, type, and complexity to the proposed WIOA activities.</li> <li>2. "<i>Capacity</i>" refers to an organization's capability and resources to successfully manage, deliver, and report on WIOA-funded programs.</li> <li>3. "Past Performance" refers to the documented results and outcomes of an entity's previous work, often compared against negotiated targets.</li> </ol>	30	
<p><b><u>Program Design:</u></b> Under the Workforce Innovation and Opportunity Act (WIOA), program design refers to the required framework for delivering services. It ensures services are aligned with career pathways, in-demand industries, and performance indicators.</p>	20	
<p><b><u>Innovation:</u></b> Refers to the strategic, demand-driven transformation of workforce development to better align training with employer needs and job seeker success. It emphasizes shifting from simple labor exchange to career pathways, fostering regional collaboration, and leveraging technology to improve services for all job seekers, particularly those with barriers to employment.</p>	10	
<p><b><u>Outreach:</u></b> The proactive, targeted effort to inform the public, particularly underserved populations, individuals with barriers to employment, and employers—about available career services, training, and employment opportunities. It involves mobile, direct engagement (e.g., in agricultural areas or schools) and, for MSFWs, includes explaining available services and worker rights.</p>	5	
<p><b><u>Budget and Financial Information:</u></b> Refers to the required planning, tracking, reporting, and management of federal funds allocated for workforce development programs. This includes strict adherence to 2 CFR Part 200 (Uniform Guidance) to ensure funds are spent on allowable, reasonable, and allocable costs.</p>	25	
<p><b>Total</b></p>	<b>100</b>	