

# **Northeast Iowa Workforce Development Board (NEIWDB)**

**Serving as Independent Procurement Entity For:**



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## **Mississippi Valley Workforce Development Board**

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

### **One Stop Operator Services**

### **Request for Proposal**

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#### **Release Date**

This RFP was released on May 15, 2025

#### **Proposal Submission Details**

Please submit ONE electronic (clearly marked) proposal and attachments in Microsoft Word format to:

Email: [taylor@northeastiawdb.org](mailto:taylor@northeastiawdb.org)

#### **Due Date**

Friday, June 13, 2025 by 5:00 PM Central Time

#### **Contract Period**

August 1, 2025 to June 30, 2026

Possible extension for up to three (3) years

*All programs and activities are designated as equal opportunity employers/programs.  
Auxiliary aids and services are available upon request to individuals with disabilities.*

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## Resource Materials

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Resource materials relating to Workforce Innovation Opportunity Act Title I-B programs which may aid in preparing Request for Proposals (RFP) are available on the internet at the following sites:

- Workforce Innovation Opportunity Act is available at: <http://www.doleta.gov/wioa>
- Iowa Workforce Development Policies are available at:  
<https://epolicy.iwd.iowa.gov/Policy/Home>
- Mississippi valley Workforce Development Board Policies  
<https://www.mississippivalleyworkforce.org/policies-procedures>

Successful delivery of services solicited by this RFP will require close adherence to the criteria of key Training and Employment Guidance Letters (TEGLs) from the US Department of Labor, including but not limited to the following:

- TEGL 4-15: Vision for the One-Stop Delivery System
- TEGL 16-16: One-Stop Operations Guidance for the American Job Center Network

All WIOA funded services, as well as those provided with other funding sources as applicable, must be delivered in accordance with the rules and regulations set forth by the funder, guidance from US Department of Labor, the State of Iowa and policies set forth by the MVWDB.

In the event policy, procedure, program design, law, or regulatory changes occur, bidding organizations may be requested to modify program design or the delivery of services. Should a request for a change in program design or services occur, representatives of the will be available to assist bidding organizations or subrecipients with the interpretation and suggestions for policy or program redesign.

The terms and conditions of this RFP may change based on pending WIOA re-authorization legislation. The successful respondent to this RFP will be expected to remain informed on WIOA regulations and requirements.

## Request for Proposals Timeline

May 15, 2025	Solicitation for Proposals Released – Available at <a href="https://neiaworkforce.org/procurement-rfps/">https://neiaworkforce.org/procurement-rfps/</a>
May 15, 2025- May 21, 2025	Question Period - written questions regarding RFP scope, content, or need for clarification accepted. Email questions to: <a href="mailto:taylor@northeastiawdb.org">taylor@northeastiawdb.org</a>
May 29, 2025	Answers to all questions received regarding the RFP will be posted on the website <a href="https://neiaworkforce.org/procurement-rfps/">https://neiaworkforce.org/procurement-rfps/</a>
June 13, 2025	Proposals are due by 5:00 p.m. CST, incomplete or late proposals will not be accepted.
June 23-25, 2025	Interviews will be conducted with respondents if deemed necessary by NEIWDB Evaluators.
July 7, 2025	NEIWDB will present a recommendation to MVWDB Executive Committee.
August 1, 2025 – June 30, 2026	Period of performance, with a possible extension of up to three years.

All times shown are Central Standard Time (CST). MVWDB and NEIWDB reserve the right to adjust the schedule when it is in the best interest of the procurement or to extend any published deadline in this RFP. The Proposal and all required attachments must be received at the 3<sup>rd</sup> parties procurement entities email by the dates and times shown above. The prospective bidder is solely responsible for assuring that anything sent to the NEIWDB is on time.

## Section 1 Introduction and Background

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### Northeast Iowa Workforce Development Board

Northeast Iowa Workforce Development Board (NEIWDB) is a third party to MVWDB to lead the procurement process for selecting a One-Stop Operator. NEIWDB is a Local Workforce Development Board and 501(c)(3) nonprofit in the state of Iowa with significant experience in Workforce Development, WIOA policies, and One-Stop Operator operations.

As the third party entity to lead this procurement process, NEIWDB serves as a separate and independent outside entity to conduct the competition for the One-Stop Operator. NEIWDB will review all submitted proposals and evaluate them on a scale based on guidance from Iowa Workforce Development policies and local MVWDB policies. Based on its evaluation, NEIWDB will submit its selection, along with a description of the selection process and scoring justification, to MVWDB and CEOs for approval. MVWDB will review and approve a final recommendation for a subrecipient and begin contract negotiations.

MVWDB is seeking proposals for a public, private, non-profit entity or consortium of entities to serve as a One-Stop Operator for the comprehensive, affiliate, and satellite One-Stop Centers in the Mississippi Valley Workforce Area (MVWA). This Request for Proposal was prepared based on the Workforce Innovation and Opportunity Act of 2014 (WIOA) and associated U.S. Department of Labor Regulations and guidance.

### Introduction

Mississippi Valley Workforce Development Board is one of six (6) Workforce Development Boards in Iowa designated by the Governor under the Workforce Innovation and Opportunity Act. For the purposes of this Request for Proposal (RFP), Mississippi Valley Workforce Development Board will be referred to as MVWDB. The Mississippi Valley Workforce Area oversees the workforce services in the counties of Jackson, Clinton, Scott, Muscatine, Louisa, Henry, Des Moines and Lee.

The Local Area American Job Centers (also referred to as One-Stop Centers/Iowa*WORKS*) are designed to provide a full range of services and assistance opportunities to job seekers and employers under one roof. Established under the Workforce Innovation and Opportunity Act the American Job Centers offer referrals to employment, work-based learning opportunities, career counseling, job listings, recruitment and incentive services to employers, access to training programs and similar employment-related services. The two American Job Centers in the Mississippi Valley Workforce Area (MVWA) are located in Davenport and West Burlington. Currently there are no affiliate sites in the Local Area but this is subject to change.

The MVWDB aims to foster a dynamic, integrated, and ever-improving workforce development system in which employers and individuals have ready access to a network of information and services responsive to their unique employment needs. To Provide local area residents with access to the literacy, education, vocational rehabilitation programs, and workplace skills necessary for self-sufficient employment and advancement. Further, MVWDB aims to empower MVWA youth with the knowledge, skills, and behaviors necessary for employment and economic independence in high-skilled, high-wage careers, and lifelong learning.

As a high performing board, we aim to improve the overall workforce system for all eight (8) counties with an emphasis on quality jobs. The MVWDB will continually seek to improve the workforce and the quality of life for our communities and to be the leader for workforce development services in our Local Area.

### **Mission**

Creating stronger communities by empowering individuals, supporting businesses, and driving workforce innovation.

To learn more about our goals visit: <https://www.mississippivalleyworkforce.org/mission-vision>

The MVWDB is transforming its role from a programmatic approach to one that is focused on seamless delivery of services across the entire workforce system. In other words, the MVWDB does not view its role as simply or even primarily overseeing WIOA or workforce center operations, but rather in building, assessing, and maintaining a holistic system that is responsive to the needs of both employers and job seekers. Our vision over the next 4 years is to expand our programming and services beyond WIOA and are looking for a provider that is flexible to change, willing to be a leader in the industry and has the capacity to take on new initiatives. .

## **Background**

On July 22, 2014, President Barack Obama signed into law the Workforce Innovation and Opportunity Act (WIOA). WIOA is designed to improve and streamline access to federally funded employment, education, training, and support services. Congress passed the WIOA by a wide bipartisan majority and it is the first legislative reform in 15 years of the public workforce system.

Every year, the key programs forming the pillars of WIOA help tens of millions of jobseekers and workers to connect to good jobs and acquire the skills and credentials needed to obtain them; and it connects employers with skilled workers needed for global economic competition. The enactment of WIOA provides an opportunity for reforms to ensure the One-Stop Delivery System (also known as the American Job Center System) is job-driven, responding to the needs of employers, and preparing workers for jobs that are available now and in the future.

Through collaborative partnerships, the MVWDB is the local policy organization responsible for the planning, oversight, and coordination of workforce development initiatives that help support economic development in the MVWA. MVWDB provides leadership to the local workforce system by promoting the delivery of comprehensive employment and training services, providing guidance, and exercising independent oversight regarding activities under WIOA and other programs within the Iowa*WORKS* offices.

The publicly funded workforce system envisioned by WIOA is quality-focused, employer driven, customer-centered, and tailored to meet the needs of regional economies. It is designed to increase access to and opportunities for the employment, education, training and support services that individuals need to succeed in the labor market particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system. This is accomplished by providing all customers access to high-quality one stop centers that connect them with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The one-stop delivery system brings together a series of partner programs and entities responsible for workforce development, educational, and other human resource programs to collaborate in the creation of a seamless customer-focused service delivery network that enhances access to the programs and services. Partners, programs, and providers will co-locate, coordinate, and integrate activities so that individuals seeking assistance will have access to information and services that lead to positive employment outcomes.

Across the system, continuous improvement is supported through evaluation, accountability, identification of best practices, and data-driven decision-making.

The system is broader than the Iowa*WORKS* Centers in a given area. The system brings together partners and programs to provide universal access to career and training services in a seamless fashion. The goal is to increase system access for all customers. Not all system programs will be universal; that is, all programs will not be able to serve all people. However, all people can be served somewhere in the system. The system is about defining commonalities across programs and integrating career and training services provided by partners into the Iowa*WORKS* Centers. No individual program is required to violate its governing statute. One of the roles of the Operator is to help partners embrace their place in the system and work together with all partners to ensure that employer and job seeker customers receive the services they need.



## Section 2 Eligibility, Contract and Funding

### Qualifications

To meet WIOA requirements the MVWDB is seeking an entity which will fulfill the role of a coordinator among the one-stop partners. Entities submitting a response to this RFP must be capable of carrying out the duties of the one-stop operator as described in this RFP. The entity selected to serve as the operator should:

1. Proposer must be able to provide a single staff person that will fulfill the role of the one-stop operator and who can be held accountable for accomplishing the deliverables. Staff should have a bachelor's Degree or higher in Human Services, Communications, Project Management, Business Operations or a related field, experience may substitute education.
2. The individual assigned to serve as the one-stop operator must work a minimum of 32 hours a week and receive benefits. The person assigned must be housed in a Iowa *WORKS* Center in the MVWA and will be expected to travel to other offices on a regular basis.
3. Preferred mediation or negotiation experience.
4. Preferred experience in public relations.
5. Preferred experience in bringing groups together and facilitating agency interactions where the goals and objectives may be similar but do not directly align.
6. Proposal must specify how the individual assigned to serve as the one-stop operator fits into bidder's organization. Please include an organizational chart indicating the chain of command for the one-stop operator.
7. If applicable, proposals must identify a lead staff person and indicate how the lead is compliant with firewall requirements between administration and Center operations as defined in the Workforce Innovation and Opportunity Act.
8. A consortium must identify a lead agency and a lead staff person that is ultimately responsible for the contract and performance. The proposal should also identify the lead staff person representing each of the entities of the consortium.
9. The one-stop operator will be expected to provide written progress reports in a format approved by the MVWDB as outlined in the contract and participate in meetings as applicable.

### Eligible Subrecipients

The MVWDB is soliciting proposals from qualified organizations to direct U.S. Department of  
MVWDB One Stop Operator RFP

Labor (USDOL) WIOA Title I One Stop Operator Funds as defined by WIOA. Organizations eligible to submit proposals for this RFP include-

- A public, private, for-profit or nonprofit organization
- An institution of higher education
- Non-traditional public secondary schools, night schools, adult education schools, career and technical education schools
- An employment service state agency established under the Wagner-Peyser Act
- A government agency
- A local workforce development board
- Local chambers of commerce, business organizations, or labor organizations
- Indian Tribes

Any not-for-profit entity MUST have been incorporated for at least two (2) years (as evidenced by a letter from the governing body certifying proof of incorporation) and be designated as a 501(c)(3) tax-exempt organization by the Internal Revenue Service.

Any for-profit entity must have been incorporated at least two (2) years.

### **Exceptions**

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the MVWDB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

### **Type of Contract**

Selected bidders will enter into a cost reimbursement contract. A Cost Reimbursement Contract is one that establishes an estimate of total costs for the purpose of obligating funds and a ceiling that the subrecipient may not exceed. A line item budget shall be based on all legitimate costs to be incurred by the subrecipient in carrying out the services. The subrecipient will be reimbursed for all expenditures on a regular basis after submittal of itemized invoices and all source documentation to the MVWDB. The subrecipient will work closely with the MVWDB Fiscal Manager on the payment process.

Subrecipient will be required to submit to the MVWDB an annual budget for each contract year. The MVWDB will provide the subrecipient with budget parameters (including required timelines) based on preliminary/final allocation awards on an annual basis. MVWDB will conduct at minimum annual budget monitoring through its Fiscal Manager, but such monitoring does not relieve the subrecipient from performing its own internal monitoring.

The funding period for contracts awarded under this solicitation will be from August 1, 2025 through June 30, 2026, provided performance remains acceptable during that period. Any

contract awarded from this RFP will include an option to renew for up to three (3) additional year periods, contingent upon successful performance and availability of funds.

### **Funding Availability**

At this time, the MVWDB has set aside up to the following annual amount for contracts to be awarded under this RFP. This is merely an estimate as final allocations for PY25 will not be available until closer to the start of the program year.

#### **WIOA One Stop Operator \$80,000**

All contracts are subject to the availability of funds to MVWDB. This RFP does not commit the MVWDB to fund any proposals submitted before execution of a contract. MVWDB reserves the right to accept or reject any or all proposals received or to negotiate terms of the proposal with a qualified proposer. The Board also reserves the right to request additional information, documentation, or oral discussion in support of written proposals. No contracts will be awarded as a result of this RFP without approval of the MVWDB. Further, MVWDB reserves the right to withdraw from negotiations at any time before a contract is executed. Funding availability and subsequent contract amounts are subject to change for subsequent program years. If funds awarded for a contract year are not fully expended by a subrecipient by the end of a contract year (June 30), unexpended funds will revert back to the MVWDB for disposition and may or may not be available for subsequent, if any, contract year expenditures. Annual WIOA allocations have a two-year time period in which they may be expended. Because there are often delays at the federal level in releasing these annual allocations, MVWDB budgets each year for a certain amount of carryover dollars in order to fund basic operations until annual allocations are released. We expect any successful bidder to likewise budget sufficient carryover funds in order to provide for basic operations for at least one full quarter.

Since one or more applicants to deliver services under these programs can be selected, no minimum budget is guaranteed for such operations. Applicants should submit proposals under the assumption that the entire program budget will be available for this purpose. However, the Board may select more than one potential subrecipient as a result of the RFP, and subsequently enter negotiations with those entities to establish a final budget or budget share for such operations. Subsequent to that action, a contractual agreement will be finalized with the selected subrecipient(s).

Subrecipients must accept liability for all aspects of any services conducted under contract with the MVWDB. Subrecipients will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.

Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a subrecipient fails to meet expenditure, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.

### **One Stop Operator Budget**

Proposals must include a budget detailing all costs related to one-stop operator services. Based on responsibilities assigned to the one-stop operator, it has been determined that all costs are program costs. In the event a proposal is submitted on behalf of/by a consortium, the budget must clearly show how any proposed shared costs of the one-stop operator will be funded. All proposals must include a lead staff person and associated expenses including wages, benefits and other costs. Staffing costs should consider the percentage of time an individual will spend on one-stop operator responsibilities. The one-stop operator staff must work a minimum of 32 hours a week and must be housed in an Iowa *WORKS* office.

Indirect costs and allocated costs can be charged to the contract(s) only if the bidder has an approved indirect cost plan or cost allocation plan included with the budget. The budget should be presented for the period of time that is shown in the Dates and Deadlines section of this RFP. Budget forms are provided in the attachments of this RFP. The provided forms are to be used to present the proposed budget.

### **Provision for-Profit**

The MVWDB has capped the amount of profit that can be made at 7% for year one of this contract. For each subsequent contract extension period an extra % of profit can be charged to the grant if performance remains satisfactory (year 2 8%, year 3 9%, year 4 10%). Private for-profit businesses wishing to negotiate a profit must follow all provisions in:

- WIOA 20 CFR 683.295
- Uniform Circular 2 CFR 200.324

### **Cost and Price Analysis**

All proposals will be evaluated on the basis of obtaining the most cost-effective price possible while achieving the highest quality service delivery. A cost price analysis will be conducted on the proposed costs during the proposal review process. Agencies are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs. The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

## Section 3 General Terms and Conditions

### IowaWORKS Standard Operating Guide

All Title I and IowaWORKS partners will work together as a collaborative team to provide meaningful services to all customers by following the provisions of the IowaWORKS Mississippi Valley Standard Operating Guide, including the integrated delivery model outlined within.

### Data Management System

When applicable the selected bidder will be required to utilize the IowaWORKS data management system as the information system of record and must ensure that all data is entered accurately and in a timely manner, adhering to all applicable data rules, regulations, and entry time requirements. Staff must be fully competent in utilizing IowaWORKS data management system, including querying and producing reports from the system regarding the MVWDB. The MVWDB will utilize data from the IowaWORKS data management system, as well as data collected from other sources, to determine program compliance and evaluate performance of the selected bidder. The selected bidder will adhere to the IowaWORKS data management system Process Guide and the IowaWORKS data management system Standard Operating Procedure Guide for guidance on proper documentation for WIOA and other IowaWORKS data management system participation. The bidder will participate in quality and compliance activities, as well as regular meetings and review of performance reports and other written reports when requested. The selected bidder will identify staff members whose work requires access to IowaWORKS and submit applications for IowaWORKS access per local protocols. IowaWORKS account credentials and login information may not be shared between staff members or other individuals. The selected bidder must submit notification if any staff member with IowaWORKS access is terminated, voluntarily or involuntarily, within 24 hours of termination. Failure to do so may result in revocation of IowaWORKS access for the selected bidder and contract termination.

### Records and Documentation

The selected bidder must retain, secure and ensure the accuracy of all files and records, whether related to job seekers, businesses or general operations, in compliance with WIOA requirements, related federal and state regulations, and the MVWDB record retention requirements. All case files must be contained in an electronic system and are the property of the MVWDB and must contain a variety of documentation.

Files must be retained for five years after the MVWDB reports final expenditures to the funding source. The selected bidder must allow the MVWDB, and representatives of other

regulatory authorities’ access to all WIOA records, program materials, staff, and participants.

Confidentiality of participant information must be maintained and all case files must be properly stored in a secured space with limited staff access. Each staff member who has contact with participants or participant information must receive training on confidentiality requirements.

The selected bidder acknowledges that the use or disclosure of participant information for purposes other than the effective delivery of the services described in this RFP is strictly prohibited. Staff of the selected bidder may have access to this information only on a “need to know” basis. The selected bidder must inform employees that inappropriate use of such information may result in disciplinary action, including discharge, or criminal prosecution if the employee knowingly uses the information for fraudulent purposes.

### **Office Hours Requirement**

All Title I and Iowa*WORKS* partners will follow the same work schedule and holiday schedule as the State of Iowa. This includes the severe weather policy, Continuity of Operations Guide and in-service training days on Columbus and President’s Day, to ensure services are delivered consistently during hours of operation of the Iowa*WORKS* centers. (Offices are closed on the following holidays: New Year’s Day, Dr. Martin Luther King Jr.’s Birthday, Memorial Day, Independence Day, Labor Day, Veterans’ Day, Thanksgiving, the Friday after Thanksgiving, and Christmas Day). While selected service providers may be the employee of record of a specific entity, the provider is contracted to provide One Stop Operator services through the local area workforce development system and within the Iowa*WORKS* centers in the local area. As such, providers are required to be present during business hours. However flexible working arrangements can be made for staff to ensure participation in external events.

### **Dress Code**

All Title I and Iowa*WORKS* partners will follow the business causal dress code in the Iowa Workforce Development Work Rules handbook for field operations, to include Iowa*WORKS* name badges.

### **Co-Location**

One Stop Operators are required to be co-located within the Comprehensive one-stops (Iowa*WORKS* centers). Either in West Burlington or Davenport, Iowa.

### **Email Address**

All Title I service providers will utilize a provided @iwd.iowa.gov email address when communicating with customers and stakeholders.

## **Right to Cancel**

The NEIWDB and the MVWDB are not responsible for any costs incurred by the respondent in the preparation of responses to this RFP. The NEIWDB and MVWDB reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. NEIWDB and MVWDB also reserve the right to modify the RFP process and timeline as deemed necessary. Subject to guidance being issued by US Department of Labor and/or Iowa Workforce Development and the issuance of final regulations this RFP and/or any subsequent sub-awards will be modified to ensure compliance.

## **Questions/Restrictions on Communication**

Any questions regarding this RFP should be addressed only to the Issuing Officer. All questions must be submitted via email no later than 4:00 p.m., on May 21, 2025 to Taylor Williams. Questions will be responded to in writing and posted on the website. This website can be accessed at: <https://neiaworkforce.org/procurement-rfps/> . Staff supporting the daily operations of the Centers are not able to assist or answer questions related to this RFP. Only the responses on the website are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. Respondents are responsible for checking the website frequently to remain informed about the procurement process and other information that may affect this RFP, e.g. WIOA information, changes to performance measures, and revisions to the timeline.

It is the policy of NEIWDB and the MVWDB to prohibit ex-parte communication with any NEIWDB/MVWDB member, NEIWDB/MVWDB staff, consultants, or other persons serving as an evaluator during the procurement process. Respondents that directly contact Board members or evaluators risk elimination of their proposals from further consideration.

Any communication by telephone, email, letter, face-to-face conversation, or other off-the-record contact is strictly prohibited. Any discovered ex-parte communication will be provided to the Chair of the NEIWDB/MVWDB and Chief Lead Elected Official for review and appropriate action. Bidders who improperly influence the proposal review and evaluation process in any way will be subject to disqualification.

## **Transition in One Stop Operator Providers**

In the event that WIOA Funds are awarded to new subrecipient in any or all of the counties in the Mississippi Valley Workforce Area, , it is expected that new subrecipient staff will arrange for transition meetings in order to better serve the workforce system.



## **Subcontracts**

No subcontracting is permitted under this contract.

## **Oversight**

The MVWDB will be responsible for all levels of program monitoring, compliance and evaluation for WIOA activities. The selected bidder will be required to keep records and collect data that will help the MVWDB comply with such requirements and sustain highly effective workforce development programming.

## **Insurance Requirements**

Each awarded entity must obtain and submit, prior to final execution of any contract, proof of insurance coverage, including general liability, property loss, and worker's compensation. The U.S. Department of Labor, the Iowa Workforce Development, and the MVWDB assume no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken as a result of the awarded contract. The awarded bidder shall ensure or otherwise protect itself concerning activities under the contract. Proof of the insurance and worker's compensation must be provided annually prior to any extensions, should the MVWDB exercise renewal option(s).

### **Insurance Limits**

- Commercial General Liability - Combined Single Limit not less than \$1,000,000 per occurrence, with an annual aggregate of not less than \$2,000,000
- Worker's Compensation - Employers' Liability, \$1,000,000

The subrecipient will name the Mississippi Valley Workforce Development Board as an additional insured on their General Liability Insurance policy and submit annually a copy to [director@mississippivalleyworkforce.org](mailto:director@mississippivalleyworkforce.org) or by mail to 550 S Gear Avenue, Suite 35, West Burlington, IA 52655.

## **Authority to Re-Capture and Re-Distribute Funds:**

MVWDB has the authority to re-capture and re-distribute funds based on the following criteria not being met:

- Staffing levels
- Key Performance Indicators
- Spending levels

## **Property Management Requirements**



The applicant agrees to maintain careful accountability of all WIOA purchased non-expendable property of \$500.00 or more) and to maintain an inventory of all properties acquired with WIOA funds. Acquisition of non-expendable property with a unit cost of \$500.00 or more must be approved by the MVWDB, prior to the purchase and in accordance with board policy. Any disposal of WIOA property must be according to applicable federal, state and local disposal procedures. Any revenues derived from the sale of property purchased with WIOA funds must be used in WIOA service delivery for the program(s) which funded the original purchase.

The WIOA subrecipient will be responsible for maintaining an accurate inventory of all WIOA property in their possession. The MVWDB will maintain a fixed-asset listing to be verified for physical location and serviceability at the WIOA subrecipient facility at least annually.

In the event property purchased with WIOA funds is stolen or destroyed by criminal act, the applicant will notify appropriate law enforcement officials immediately. The MVWDB must be notified within twenty-four (24) hours of discovering the loss or damage. A copy of the police report will be maintained as documentation of loss, and a copy forwarded to the MVWDB.

The applicant agrees to pay for or replace any property purchased with WIOA funds that is lost, damaged or destroyed through negligence.

The subrecipient shall safeguard assets and shall assure they are used solely for authorized purposes. Title to all equipment procured under a WIOA grant or other grant covered under this RFP remains with the MVWDB.

## **Budgets and Invoices**

The amounts on the funding availability are intended to be used as guidelines for applicants and are subject to revision based upon final notification of WIOA funding availability from Iowa Workforce Development. The budget worksheet will provide a summary of the proposed cost by line item with a budget narrative to provide back-up detail of projected budgets. More detailed budgets will be developed after the applicant is selected and allocation amounts are more defined.

Proposed budgets must be within the amounts indicated and must be reasonable based on proposed staffing, service levels, and service delivery plans. The amount awarded will be determined on a competitive basis, but not necessarily based on the lowest proposed cost. Subsequent revisions and negotiations of final contract budgets may be required due to funding award decisions. Since this is a reimbursement contract, the applicant will be expected to incur all costs and report each month's expenses on itemized invoices for submission to the MVWDB.

All payroll functions will be the responsibility of the subrecipient (s) in compliance with rules, regulations, and instructions issued by the U.S. Department of Labor, State of Iowa

MVWDB One Stop Operator RFP

Department of Labor and the MVWDB. Therefore, the subrecipient (s) shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Iowa and the MVWDB, its officers, agents, and employees, harmless from and against, any and all loss; cost (attorney fees); and damage of any kind related to such matters.

Since the program year and fiscal year runs from July 1<sup>st</sup> through the following June 30<sup>th</sup>, final payment for each program year's WIOA expenses will occur with the June invoice that will be submitted by the applicant to the MVWDB during the month of July along with end of year Financial Closeout documents. Applicants are expected to expend at least 80% of their contracted funds by the end of each program year.

### **Conflict of Interest**

All bidders must disclose the name of any officer, director or employee who is a member of the MVWDB. All bidders must disclose the name of any MVWDB employee who owns, directly or indirectly, any interest in the bidder's business or any of its branches.

### **Compliance**

The bidder(s) will fully comply with the applicable requirements of the Acts under which funds are received. The bidder also assures compliance with directives issued by IWD and federal statutes applicable to this agreement.

### **Audit**

All organizations funded whether public or private, commercial or not-for-profit, receiving at least \$750,000.00 annually through federal grants regardless of the funding source will be required to conduct and submit an annual audit.

### **Incorporation of RFP into Contract**

All conditions contained in this Request for Proposals and completed forms and any statements contained in the Request for Proposals will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The sub-recipient shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The sub-recipient will be responsible for all material errors and omissions in the performance of the contract.

## **Section 4 – Statement of Work**

The Iowa*WORKS* One Stop Operator, working collaboratively with the Iowa*WORKS* partners and MVWDB, shall drive the formation of an integrated, innovative Iowa*WORKS* system. The MVWDB One Stop Operator RFP

One Stop Operator shall ensure that Iowa*WORKS* center employees, regardless of funding source, represent the Iowa*WORKS* System and not his/her individual program.

It is the responsibility of the One Stop Operator to work with partners, especially those co-located in the centers, to maximize their active participation in the center and to meet and exceed their programs' performance goals. The One Stop Operator should actively engage partners to make sure they receive the maximum benefit and coordination by being in the Centers.

The Operator shall eliminate duplication where possible of common administrative functions and services, manage the public funds involved efficiently and assure that team management and quality staff performance occurs in a seamless, integrated environment.

### **One Stop Operator Responsibilities**

1. Maintain an 85% customer satisfaction rate while ensuring reoccurring complaints are addressed through continuous improvement activities.
2. Create, implement, and keep an up-to-date targeted Iowa*WORKS* outreach plan that includes EO requirements, and includes at least one outreach activity per month per the MOU and One Stop Certification standards
3. Schedule Wednesday morning meetings (except one Wednesday a month).
4. Update the physical list of community resources and contact information annually
5. Oversee and manage the referral system and tracking of outcomes from all partners weekly.
6. Document at least 5 hours quarterly learning and updating knowledge on core and required partner programs, or Iowa*WORKS* services.
7. Facilitate monthly WIOA partner meetings with agendas driven by strategic goals, the MOU and through the One Stop Certification process.
8. Coordinate a minimum of 4 cross-training activities for center staff/individuals each quarter and two in-person in-service days each program year.
9. Track integration efforts through project management and technology
10. Oversee the One-Stop Certification process of all Iowa*WORKS* Centers in the MVWA and maintain standards while striving for continuous improvement.
11. Ensure that the Memorandum of Understanding and all Attachments with all one-stop partners is executed, and adhered to by all parties, as well as tracking completion, updates, and expiration of activities outlined.
12. Provide a continuous improvement report quarterly
13. Coordinate leadership staff meetings of on-site partners to collaborate to manage the functions of the Center.
14. Meet with board staff on a bi-weekly basis.
15. Have meaningful visits to the Center not housed in 9 times per quarter.
16. Submit monthly and quarterly reports to the board, per the report templates provided.

The final scope of work will be finalized during contract negotiations.

The determination of whether or not one-stop operator performance is met will be made on a quarterly basis through required reports and documentation. The One Stop Operator will be monitored at least annually for compliance.

In the event that the State and/or the MVWDB sets additional goals to indicate the success of the system or centers, the One stop Operator will be responsible to engage appropriate partners to meet those goals and/or measures.

## Reporting

The MVWDB will provide templates and/or work with the subrecipient on reporting requirements. .

## Branding

Services offered through The American Job Center (and funded by WIOA) shall be promoted under “Iowa*WORKS* Mississippi Valley” brand and the “federal identifier”, partner in the American Job Centers Network. In keeping with our vision of offering integrated services to both jobseekers and employers, promotional and outreach materials (including printed brochures, media releases, flyers, brochures, advertising, social media sites) must only include Iowa*WORKS* branding and the American Job Center identification. All outdoor signage, including billboards and other advertising mediums must use the green/black Iowa*WORKS* Mississippi Valley logo and must be approved by the board in advance. Any taglines used with the logo must be approved by MVWDB. All materials must follow the MVWA style guide and be approved by the local social media team prior to distribution. The expectation is that the subrecipient will work with the board on developing and keeping up-to-date an outreach tracking system to include community partner’s contact info, last visit, method of contact etc. This will also keep track of outreach types used and the return on investment.

## Staff Training

The selected bidder must employ highly qualified and professional staff at all levels throughout the period of performance whose quality of work is reflective of the world-class workforce development system sought by the MVWDB. Staff are required to maintain current knowledge and expertise in the following areas. Staff training should be tracked and provided to the board on an annual basis.

- Leadership Development
- Facilitation and Public Speaking
- Integrated Workforce Services
- Relationship building
- Strategy Development
- Customer service best practices
- Labor market information

- Initiatives, programs and services of the MVWDB and the broader workforce development system
- Local resources and services to assist individuals facing barriers to employment

## Performance

In the event the selected bidder's performance of the services described in this RFP does not result in the goals defined above, the MVWDB or designated representatives will work with the selected bidder to improve performance. However, especially in cases of chronic underperformance, the MVWDB may implement corrective measures or terminate any agreement resulting from this RFP upon notice to the selected bidder.

## Section 5 Instructions and Guidelines for Submission of Proposals

### General Information

This section provides instructions for preparing and submitting a proposal in response to this RFP, including required proposal contents and format, and important dates and deadlines. Before preparing and submitting a proposal, interested and qualified applicants are highly encouraged to read all other sections of this RFP and key source documents referenced throughout, especially the one-stop operator responsibilities, to gain a full understanding of the services requested and provider characteristics and competencies sought.

All proposals must be submitted to the NEIWDB electronically via email to [taylor@northeastiwdb.org](mailto:taylor@northeastiwdb.org). Proposals may not be sent by Fax, US Mail, Courier or hand-delivered. All proposals must be received by Taylor Williams no later than 5:00 p.m. on Friday, June 13, 2025, in order to be considered. Emails must have the subject line “WIOA Title I One-Stop Operator Proposal.” Late proposals will not be accepted. The NEIWDB and MVWDB shall not be responsible for the proposer’s failure to meet responsiveness, date, time, delivery and location deadlines due to computer or electronic transmission issues.

### Proposal Requirements

The proposal may not be considered if page limitations and formatting requirements are not met. Your proposal must contain all the content below in the same order illustrated. Strong proposals will demonstrate a full understanding of the requirements described throughout this RFP and establish the capacity, expertise and program design needed to meet the required standards and goals. The proposal, as well as any reference materials presented, must be typed in English in 12-point times new roman font, single spaced, and must be on standard portrait 8 ½ “x 11” in size with no less than 1-inch margins, and in a Microsoft Word document, all proposals must be fully accessible.

### The RFP Response Package

#### Proposal Application

Completed Proposal Application (Attachment B) The RFP is written in MS Word. Complete the attached Application by responding to all the questions immediately below the question. The space will expand to accept proposer’s response. Respond to every question asked. Do not omit any questions. If a question asks for a yes or no answer place the yes/no response at the beginning of your answer and provide the narrative information requested on the next line. Do not reorder the question numbers as the rating sheet is keyed to the question numbers. Do not respond to a question by cross referring to another question. Page length for this section is 10 pages maximum.

Include a resume or job description for the individual who will serve as the one-stop operator as an attachment, or a job description for the position if an individual has not yet been identified.

Number each page of the response sequentially. The page number should be in a footer with the name of the organization submitting the response, and MVWDB - RFP. Footers should be printed in an 8 pitch. Page numbers should be consecutive from beginning to end. Proposals are not to be paginated by sections.

### **Budget**

Provide a budget including all program-related costs, using the required budget template provided in this RFP. All costs must be allowable according to applicable federal, state and local regulations, including but not limited to the Uniform Guidance and regulations of the funding source, and allocable to the proposed program. Effective budgets will enable the proposed program to meet the intent and requirements of the contract, while being realistic, reasonable and prudent, avoiding unnecessary or unusual expenditures.

### **Budget Narrative**

Provide a narrative to accompany the budget that describes the purpose of each cost, explains how all costs were estimated and justifies the need for all costs in meeting contract requirements. In your narrative, be sure to clearly communicate the calculation for personnel salaries, personnel benefits, mileage, travel, direct costs, indirect rate/profit and other costs necessary to perform the services described in this RFP. A strong budget narrative will minimize or eliminate the need for clarifications from evaluators reading the proposal. If your proposal includes leveraged resources of your organization or another organization, use the budget narrative to describe the actual or estimated value of the leveraged resources. If applicable, also attach a letter of support from any organization providing leveraged resources in support of your proposal. Budget narrative should not exceed two pages in length.

### **Proposals must follow the following sequence:**

1. Cover Sheet (Attachment A)
2. Proposal Application (Attachment B, maximum 10 pages)
3. Budget and Budget Narrative (Attachment C, narrative not to exceed 2 pages)
4. Signed Assurances and Certification (Attachment D)

### **Required Attachments**

5. Resume or job description of the one-stop operator.
6. If proposer is not a single consultant or there is more than one employee in proposer's organization proposer must include an organizational chart showing the chain of command for the individual who will serve as the one-stop operator.
7. Incorporation/Certification of Existence
8. If bidder is a consortium a legally binding MOU must be submitted. The MOU must identify the lead entity that will be financially and contractually responsible to the contract, and which staff who will perform each role.

## **Selection Process**

All proposals received by the submission deadline will be initially reviewed for responsiveness

and compliance with the specifications and requirements contained in this RFP. Proposals passing the initial review will be scored by evaluators, with attention to clarity, completeness, and quality. High-scoring proposals will clearly demonstrate an ability and likelihood to effectively perform the responsibilities and meet the key performance indicators and intended outcomes of this RFP.

All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package. Proposals will be rated and then ranked by NEIWDB evaluators, the 3<sup>rd</sup> party entity performing this procurement on behalf of MVWDB.

Select bidders may be requested to participate in presentations or discussions with proposal evaluators. Award recommendations of the 3<sup>rd</sup> party evaluators will be presented to the MVWDB for final decision. Selection of a proposal for contract award will be subject to successful contract negotiations.

Additional selection terms:

- Proposals may not be funded at the funding levels requested.
- The highest-ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of the proposed services resulting in successful outcomes of proposal deliverables, relevant experience and qualifications, financial viability and stability of the agency.
- Proposer(s) are advised not to contact NEIWDB or MVWDB employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. This could result in the disqualification of the proposal response submitted.



## Attachment A Cover Sheet

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# **Proposal for Workforce Innovation and Opportunity Act (WIOA) One-Stop Operator Mississippi Valley Workforce Development Board**

**Contract Period: 8/1/2025 – 6/30/2026**

Name of Organization: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_

Contact Person's Name and Title: \_\_\_\_\_

Contact Persons Email Address: \_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

### **Proposing Organization Information**

I certify that the above-named organization is legally authorized to submit this application, that the contents of the application are truthful and accurate, and that the above-named organization agrees to comply with all requirements of the RFP. Our organization understands this program operates on a reimbursement model, and we are prepared to front costs related to said program until requirements for reimbursement are met and funds are available for reimbursement.

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

## Attachment B – Proposal Narrative

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**Instructions:** Respond to each question with concise, relevant, and evidence-based information. This section should be no more than 10 pages. Evaluators will score responses based on clarity, completeness, relevance, and demonstrated capacity to fulfill the One-Stop Operator responsibilities.

1. Provide an overview of the lead organization including the primary location, legal structure (e.g., for-profit, nonprofit), size, years in operation, mission and vision, and relevant services.
2. Describe your organization's experience managing or coordinating programs of similar scale and scope. Include relevant outcomes or metrics.
3. Explain your experience working with multiple organizations with differing goals or regulatory environments to achieve shared objectives.
4. Describe your staffing plan for the One-Stop Operator. Include roles, qualifications, and organizational placement. Attach a job description or resume.
5. Describe how your organization incorporates the Department of Labor's Good Jobs Principles to promote quality employment and improve retention.
6. Explain how your organization fosters high performance, leadership development, and effective team collaboration.
7. Provide an example of intentional outreach to an underserved or underrepresented group. What strategies were used and what were the results?
8. Describe how your organization uses data to drive strategy and improve services. Include examples.
9. Outline your approach to strategic planning. How do you equip staff to manage complex, multi-partner projects?
10. Describe how your organization establishes and sustains productive partnerships. Include an example of how you overcame a challenge.
11. Define what continuous improvement means in your workforce development approach. Provide an example.
12. How will your organization ensure partners are actively engaged and meet performance expectations?
13. What specific methods will you use to reduce service duplication across partner agencies? Share past successes.

14. How will your One-Stop Operator staff lead engaging and results-oriented partner meetings?
15. Describe how you will measure and improve the customer experience in the Iowa*WORKS* system.
16. How will you promote integrated services and ensure a “no wrong door” approach for job seekers and businesses?
17. Summarize your experience and commitment to Equal Opportunity compliance and accessibility in service delivery.
18. What technologies will you use to fulfill One-Stop Operator responsibilities? How will these enhance service delivery?
19. Describe how you will ensure contract performance targets are met or exceeded.
20. How will your organization ensure full compliance with WIOA, state, and local documentation and reporting requirements?
21. What steps does your organization take to stay current with emerging trends, technology, and best practices?
22. Describe your strategy for engaging with MVWDB leadership and staff to ensure alignment and transparency.
23. If this proposal would result in a transition from a previous One-Stop Operator, describe your plan for ensuring a smooth handover of responsibilities.

## Attachment C Budget and Budget Narrative

The budget should be based on the time period of August 1, 2025 – June 30, 2026. The total funds available under this RFP is \$80,000. Complete the Budget outlined below. If no amount is indicated in a line item, please record \$0. It is expected that the one-stop operator should work a minimum of 32 hours a week.

### A. Salaries and Wages:

Provide a breakdown of your staff costs by completing the following:

Position/Title	Hourly Rate	Total Hrs. Per Week	Hrs. per Week Charged to	# Weeks Charged to WIOA	Total WIOA Cost

**A. Total Salary and Wages** \_\_\_\_\_

### B. Fringe Benefits

Represents payments other than salaries and wages, made to staff or paid in behalf of or on their account, e.g., pensions, insurance, etc. Important – Government mandated fringe benefit components must be consistent with known or planned tax rates and the bases must be consistent with the ceilings on these. Non- tax generated benefits must be fully supported by your agency's personnel manual.

Fringe Benefit	% Benefit is of Salaries	Total WIOA Cost
FICA		
Worker Compensation		
Health Insurance		
Retirement		
Other (Specify)		

**B. Total Fringe Benefits** \_\_\_\_\_

**C. Program Line Items:**

List your proposed cost for each additional line item wherever applicable. Indicate the total cost proposed for each line item by listing it under the Total WIOA Cost column. Line items paid for by other resources, either in part or in full, should have such costs represented in the Leveraged Funds Contribution column.

Please note that the line items listed below reflect the types of costs that have historically been proposed. You are not limited to these, nor are you required to propose a cost for each one.

	Total Agency Line Item Cost	% of Line Item Charged to WIOA	Total WIOA Cost	Leveraged Funds Contribution
Supplies				
Travel				
Equipment				
Staff Training				
Other (specify)				
Other (specify)				
Other (specify)				
Total				

**C. Total Program Line Items** \_\_\_\_\_

**GRAND TOTAL (A+B+C) \$** \_\_\_\_\_

## Budget Narrative

Please complete written descriptions for every line item listed above.

- **Salaries and Wages – Address the following -** Explain the justification for each staff position proposed. The number of hours per week and number of weeks proposed should correspond with the length of program operation. Bidders proposing several staff should complete a staff time schedule for each position proposed. Bidders proposing more than one staff position during the same time periods must explain why. Proposed wage rates must be justified (i.e. skill, experience, responsibility, seniority)
- **Fringe Benefits –** Fully explain each component of your fringe benefit package.
- **Program Line Items- Fully** explain and justify each proposed cost in the space provided. Be sure to include the rationale for each proposed cost. Use additional space if necessary.

## Attachment D – Assurances and Certifications

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The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Mississippi Valley Workforce Development Board, and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization and representative possess legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Iowa requirements.
5. The proposing organization has all appropriate insurance coverage, and will produce a certificate of such, as requested.

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Print or Type Name of Authorized Representative

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Signature of Authorized Representative

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Date

## Appendix A – Evaluation Criteria

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### SELECTION OF ONE STOP OPEERATOR SERVICE PROVIDER

Period: August 1, 2025 – June 30, 2026

The criteria, which will be used to evaluate proposals, are listed below along with their point values. A total of 160 points is possible. An application must achieve a minimum score of 100 points in order to be considered for funding. The criteria can also be used by the bidder to ensure all items in the RFP are addressed. The RFP committee will use an average score to develop a final scoring sheet

**Bidding Organization:** \_\_\_\_\_

**Committee Member Name:** \_\_\_\_\_

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

Category	Points	Criteria	Score
<b>Organizational Overview</b>	5	Provide an overview of the lead organization including the primary location, legal structure (e.g., for-profit, nonprofit), size, years in operation, mission and vision, and relevant services.	
<b>Relevant Experience</b>	10	Describe your organization's experience managing or coordinating programs of similar scale and scope. Include relevant outcomes or metrics.	
<b>Partnership &amp; Collaboration</b>	10	Explain your experience working with multiple organizations with differing goals or regulatory environments to achieve shared objectives.	
<b>Staffing Plan</b>	5	Describe your staffing plan for the One-Stop Operator. Include roles, qualifications, and organizational placement. Attach a job description or resume.	
<b>Innovation &amp; Adaptability</b>	5	Describe how your organization incorporates the Department of Labor's Good Jobs Principles to promote quality employment and improve retention.	



<b>Facilitation &amp; Communication</b>	5	Explain how your organization fosters high performance, leadership development, and effective team collaboration.	
<b>Outreach &amp; Equity</b>	5	Provide an example of intentional outreach to an underserved or underrepresented group. What strategies were used and what were the results?	
<b>Data Utilization &amp; Continuous Improvement</b>	10	Describe how your organization uses data to drive strategy and improve services. Include examples.	
<b>Project Management &amp; Planning</b>	5	Outline your approach to strategic planning. How do you equip staff to manage complex, multi-partner projects?	
<b>Partnership &amp; Collaboration</b>	10	Describe how your organization establishes and sustains productive partnerships. Include an example of how you overcame a challenge.	
<b>Data Utilization &amp; Continuous Improvement</b>	5	Define what continuous improvement means in your workforce development approach. Provide an example.	
<b>Performance Accountability</b>	5	How will your organization ensure partners are actively engaged and meet performance expectations?	
<b>Innovation &amp; Adaptability</b>	5	What specific methods will you use to reduce service duplication across partner agencies? Share past successes.	
<b>Facilitation &amp; Communication</b>	5	How will your One-Stop Operator staff lead engaging and results-oriented partner meetings?	
<b>Customer-Centered Approach</b>	5	Describe how you will measure and improve the customer experience in the Iowa <i>WORKS</i> system.	

<b>Customer-Centered Approach</b>	5	How will you promote integrated services and ensure a “no wrong door” approach for job seekers and businesses?	
<b>Outreach &amp; Equity</b>	5	Summarize your experience and commitment to Equal Opportunity compliance and accessibility in service delivery.	
<b>Technology Use</b>	5	What technologies will you use to fulfill One-Stop Operator responsibilities? How will these enhance service delivery?	
<b>Performance Accountability</b>	5	Describe how you will ensure contract performance targets are met or exceeded.	
<b>Compliance &amp; Documentation</b>	5	How will your organization ensure full compliance with WIOA, state, and local documentation and reporting requirements?	
<b>Innovation &amp; Adaptability</b>	5	What steps does your organization take to stay current with emerging trends, technology, and best practices?	
<b>MVWDB Engagement</b>	5	Describe your strategy for engaging with MVWDB leadership and staff to ensure alignment and transparency.	
<b>Transition Plan (No points)</b>	0	If this proposal would result in a transition from a previous One-Stop Operator, describe your plan for ensuring a smooth handover of responsibilities.	
<b>Budget</b>	10		
<b>Budget Narrative</b>	10		
<b>Required Documents</b>	10		
		<b>Total</b>	