



WIOA CAREER SERVICES

REQUEST FOR
PROPOSALS



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Request for Proposal Timeline

Request for Proposal (RFP) Release	August 14, 2025
Last day to submit RFP Questions to wioa@cmpdd.org	August 21, 2025
Proposals Due	August 28, 2025
Subaward Recommendation(s) Considered for Approval	September 19, 2025
Subawards/Programs Commence	October 1, 2025

Section 1: Introduction and Background

The Central Mississippi Planning and Development District (CMPDD) serves as the administrative and fiscal agent for the Southcentral Mississippi Works (SCMW) Workforce Development Area, a consortium of seventeen (17) counties in southwest and central Mississippi. This region operates under the authority of the Workforce Innovation and Opportunity Act (WIOA) of 2014 (Public Law 113-128), codified at 29 U.S.C. § 3101 et seq., and any successor federal workforce legislation, including but not limited to the proposed A Stronger Workforce for America Act (ASWA).

CMPDD is soliciting proposals from qualified and experienced entities to deliver comprehensive workforce career services within the SCMW Workforce Development Area. The services sought will be aligned with the goals of the local area workforce plan and are subject to all applicable federal and state laws, regulations, and guidance.

Scope of Services Requested:

WIOA Career Services – The selected provider will deliver WIOA-authorized career services for Adults, Dislocated Workers, and Youth, with a targeted focus on the construction sector. Services must be provided in accordance with:

- WIOA Section 134(c)(2) for Adults and Dislocated Workers
- WIOA Section 129(c)(2) for Youth
- Applicable federal regulations (20 CFR Part 678, 680, and 681)
- State and local policies, including the SCMW Local Area Workforce Plan

Services must support participants in gaining the skills, credentials, and employment opportunities necessary for long-term self-sufficiency and career advancement.

Funding Source:

This project is 100% federally funded under the Workforce Innovation and Opportunity Act (WIOA). All funds must be expended in full compliance with WIOA, the Uniform Guidance at 2 CFR Part 200, and any applicable federal and state requirements.

Proposer Eligibility

Eligible respondents may be:

- For-profit organizations
- Non-profit organizations
- Faith-based organizations
- Community-based organizations
- Public agencies
- Collaborations among any of the above entities.

SCMW encourages participation from **small businesses, minority-owned firms, and women’s business enterprises** and is committed to ensuring **Equal Opportunity** in its sub awarding process.

A consortium, joint venture, or collaboration of organizations with complementary skills and experience is permitted to respond to this RFP. However, the proposal must **clearly** designate one legal entity as the fiscal agent responsible for all contractual obligations.

This RFP outlines the requirements that respondents must meet to submit a responsive proposal. Successful respondents will serve as sub-recipients of federal funds authorized and administered by the U.S. Department of Labor (DOL) under the oversight of SCMW.

1.1 Solicitation

Target Population to be served:	Adults Dislocated Worker Youth
Geographic Area to be Served:	SCMW Workforce Area
Initial Contract/Subaward Start Date:	October 1, 2025
Initial Contract/Subaward End Date:	June 30, 2026
Type of Contract/Subaward:	Cost-Reimbursement
Option to Extend:	SCMW may extend the contract/subawards(s) with or without further negotiation, for an additional 3 program years, in increments of one year, depending on program performance, availability of funds, and if it is determined to be in the best interest of SCMW.
Estimated Available Funding (based on previous year’s funding):	Adult & Dislocated Worker Career Services = \$50,000 WIN Job Center Operator = \$50,000 Youth Services = \$50,000

1.2 RFP Questions

To ensure a fair and objective evaluation, any questions related to this RFP that arise after the Bidders' Conference must be submitted via email.

Deadline for Questions:

- Date: August 21, 2025
- Time: 12:00 Noon CST
- Email: wioa@cmpdd.org

Response Process:

- Written responses to all submitted questions will be posted on the CMPDD website.
- Questions received after the deadline will not be answered.
- With the exception of the Bidders' Conference, oral questions will NOT be accepted.

Official Clarifications:

Only responses posted on the CMPDD website will be considered official clarifications to this RFP. No other sources of information or responses should be considered valid.

1.3 Addenda to this RFP

SCMW reserves the right to issue addenda to this RFP as needed. If revisions or clarifications are necessary, an official addendum will be posted on following website:

CMPDD Workforce Website: <https://cmpdd.org/workforce/>

Respondents are responsible for regularly checking the website to stay informed about:

- Any updates or modifications to the RFP
- Responses to submitted questions
- Additional information that may impact the procurement process

Failure to review posted addenda may result in missing critical updates that could affect proposal submission and evaluation.

1.4 Ex-Parte Communication

To ensure a fair and impartial procurement process, ex-parte communication or lobbying of any kind with SCMW board members, staff, or individuals involved in evaluating proposals is strictly prohibited.

Prohibited Actions:

- Directly contacting board members, SCMW staff, or evaluators regarding this RFP
- Attempting to influence the evaluation process outside of the established procedures

Consequences:

Respondents who violate this policy risk immediate disqualification from further consideration in the procurement process.

1.5 Right to Cancel or Negotiate

SCMW reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. Additionally, SCMW may modify the procurement process or timeline as deemed necessary.

This RFP does not obligate SCMW to accept any proposal, award any contract, or fund any submitted response. Furthermore, SCMW is not responsible for any costs incurred by respondents in the preparation or submission of proposals.

1.6 General Information Regarding Submittal of Proposals

Proposals must be submitted in the format outlined below. Respondents should **avoid repetitious material** and clearly demonstrate their ability to effectively manage and operate a WIOA-funded program while providing the requested services.

Proposal Submission Deadline:

- **Date:** August 28, 2025
- **Time:** 12:00 Noon CST
- **Submission Method:** Email to WIOA@CMPDD.ORG

Submission Guidelines:

- All proposals must be submitted as follows via PDF:
 - PDF Document of Proposal Narrative (Items 1 – 5 of Proposal Content listed below)
 - Budget and Budget Narrative in Microsoft Excel document using template provided
 - PDF Document of all Forms using templates provided
- The subject line and file name should be plainly marked:
"WIOA Career Coach Proposal – [Type of Service]" (e.g., One-Stop Operator, Youth Services, etc.).
- SCMW staff will acknowledge receipt of the proposal within 24 business hours.
 - If a confirmation email is not received, the proposer is responsible for following up.
- Late submissions will NOT be considered for funding.

Proposal Responsiveness:

A responsive proposal must adhere to all format and content requirements of this RFP. Proposals that fail to meet these requirements will be deemed non-responsive and will not be considered for funding.

Confidentiality and Public Records Compliance:

Proposals will be handled in accordance with the **Mississippi Public Records Act of 1983** (Chapter 424 of the General Laws of the State of Mississippi). In general, proposals will be exempt from disclosure until the evaluation and selection process has been completed. If a proposal contains proprietary information, the proposer must indicate this by including the following statement:

"The information contained on pages ____, ____, ____ shall not be duplicated or used, in whole or in part, for any purpose other than evaluating this proposal. If a subaward or contract is awarded as a result of this submission, SCMw reserves the right to duplicate, use, or disclose this information to the extent provided in the subaward or contract. This restriction does not apply to information obtained from other sources."

Each **proprietary page** should be clearly marked "**Proprietary**" at the **top margin**.

Proposal Content and Required Order

Each proposal must include the following sections in the order listed below. Page limits must be adhered to as specified.

1. Transmittal Document
2. Organization Description – 1-page limit
3. Demonstrated Ability and Past Performance – 1-page limit
 - Highlights experience and success in providing similar services
4. Program Narrative – 5-page limit
 - Separate narratives required for each service type, if applicable
 - Describes program design, service delivery approach, and expected outcomes
5. Schedule of Deliverables – 1-page limit
 - Outlines key project milestones and deliverables
6. Budget and Budget Narrative – Submit via Microsoft Excel in the approved template
 - Separate budgets required for each service type, if applicable
 - Separate narratives required for each service type, if applicable
 - Justifies and explains budget allocations
7. Qualifications and References
 - Details relevant qualifications, expertise, and references for each proposed service
8. Completed and Signed Minimum Threshold Certification

Proposal Format Requirements:

- **Font:** 12-Point Times New Roman
- **Page Layout:** Single-Sided
- **Page Limit:** Each section must adhere to the specified page limits above
- **Margins:** One (1) inch on all sides
- **Spacing:** Double-Spaced
- **Footer:** Organization name and page number (formatted as **Page ____ of ____**)

Proposers are encouraged to use the **forms included in this RFP**. If a proposer chooses to create their own forms, they must be **identical** to those provided in the RFP.

Section 2: Terms and Compliance Requirements

2.1 Period of Performance

The initial period of performance for service provider subawards or contracts resulting from this RFP is expected to begin **October 1, 2025**, and end on **June 30, 2026** (WIOA Program Year 2025).

The SCMW Workforce Development Board (WDB) and Local Chief Elected Officials (CEO) Board reserve the right to renew contracts annually for up to three (3) additional program years, contingent upon:

- Successful performance by the provider
- Compliance with monitoring and auditing requirements (i.e., no unresolved financial or programmatic disallowances)
- A determination that renewal is in the best interest of SCMW

2.2 Contract/Subaward Provisions

Contracts or subawards issued under this RFP will include the following provisions:

A. Reimbursement Terms

- SCMW will reimburse the contractor/subawardee the lesser of:
 1. The actual allowable costs incurred in operating the approved program, following contract/subaward requirements and the approved budget, or
 2. The obligated amount stated in the contract or subaward.
- Contractors/Subawardees will be reimbursed on a cost-reimbursement basis.

B. Payment and Reporting

- Reimbursements will be issued monthly, based on:
 - Accrued expenditure reports
 - Other required reports submitted by the contractor/subawardee
- If the contractor/subawardee is a state agency, payments may be processed on a current needs basis at SCMW's sole discretion.

C. Financial and Documentation Requirements

- All reported WIOA expenditures must be recorded on an accrual basis and tracked cumulatively by program year allocation.
- Funds must be segregated in accounting records and tracked by the appropriate WIOA cost categories.
- Time sheets must be maintained for:
 - All staff
 - Program participants receiving wages
 - Time sheets must document hours worked by funding stream.

- Receipts and supporting documentation are required for all expenditures.

D. Auditing and Compliance

- All contract/subaward funds are subject to:
 - Financial, programmatic, and compliance audits conducted by SCMW or its authorized agents, including the U.S. Department of Labor (DOL).

E. Contract/Subaward Structure

- Each contract or subaward will include:
 - Terms and provisions
 - Signature page
 - Statement of Work
 - Program budget and budget narrative
 - Schedule of Deliverables (if applicable)

F. Regulatory Compliance

- All procurements and expenditures must comply with 2 CFR 200, the Uniform Administrative Requirements for Federal Grants.

2.3 Ethics and Conflict of Interest

SCMW adheres to Mississippi Ethics in Government Laws as they apply to Local Workforce Development Board (WDB) members. WDB members must comply with Mississippi Ethics Commission Opinions 06-099-E, 04-076-E, and 13-014-E.

Prohibited Activities:

1. No non-profit or for-profit organization whose principals or staff include a current WDB member may receive a contract or subaward from SCMW if funded in whole or in part by WIOA.
2. No non-profit or for-profit training provider listed or intending to be listed on the state's Eligible Training Provider List (ETPL) may receive a direct contract or subaward from SCMW if funded in whole or in part by WIOA.
3. The prohibition extends for one year after the WDB member's term ends.

Exceptions:

- This prohibition does not apply to WDB members representing public sector entities, such as community colleges or state agencies.

2.4 Minimum Threshold Requirements

To be eligible for consideration, proposers must meet all Minimum Threshold Requirements outlined in the Minimum Threshold Requirement Form included in this RFP.

- Proposals that fail to meet any requirement will be disqualified and will not be considered for funding.

- The Minimum Threshold Requirement Form must be signed by the proposing organization's authorized signatory official and include the original signature.

Section 3: Proposal Review, Evaluation, and Award Process

3.1 Technical Review and Proposal Summary

All proposals submitted will first undergo a technical review to ensure compliance with the format, content, and technical requirements outlined in this RFP. Only proposals that pass the technical review will advance to the Evaluation Committee for scoring. Proposals that fail to meet any technical requirement, including formatting guidelines, will be disqualified and will not proceed to the next stage of evaluation.

3.2 Proposal Evaluation Criteria

Proposals that pass the **technical review** will be evaluated based on the following criteria:

Evaluation Category	Maximum Points
Format Compliance	5%
Technical Information/Summary & Minimum Threshold Requirements	10%
Demonstrated Ability and Past Performance (including references)	20%
Program Narrative	40%
Fiscal Elements, Budget, and Budget Narrative	25%

The highest-scoring proposals will be those that demonstrate a strong organizational capacity, clear programmatic vision, and sound fiscal planning, aligning with SCMW's workforce development goals.

3.3 Selection and Review Process

The Evaluation Committee will review and score all proposals using a standardized scoring guide. Proposals that are determined to be the most advantageous to the SCMW Workforce Development Area, based on overall cost, feasibility, and program impact, will be prioritized.

Additional Considerations:

- **Comprehensive Service Range:** Proposals that offer a broad and integrated range of services for target populations may be given priority consideration.
- **Oral Presentations or Additional Information:** While SCMW may select proposals based solely on the initial submission, it reserves the right to:
 - Request additional information or clarifications
 - Conduct oral interviews
 - Perform a management review before making a final award recommendation

Right to Reject or Modify Awards:

SCMW reserves the right to decline funding a proposal, regardless of its rating, if:

- The service provider is deemed unable to fulfill contract expectations.

- The services proposed are determined to be unnecessary or misaligned with SCMW's workforce development objectives.
- The proposed costs exceed a reasonable amount in relation to the available funding.

3.4 Award Notification and Execution

Each respondent will be notified in writing of funding decisions. The execution of a contract/subaward is contingent upon the following conditions:

- Favorable Evaluation & Approval: Recommendation by the Evaluation Committee and final approval by the SCMW Workforce Development Board (WDB) and Local Chief Elected Officials (CEO) Board.
- Availability of Funds: Receipt of WIOA and/or other federal and state funding.
- Successful Negotiation: If modifications to the proposal are required by the WDB or CEO Board, successful negotiation of those changes.

Section 4: Program Structure and Service Delivery (Program Narrative)

4.1 Service Delivery Framework

The service delivery framework should answer the following questions in detail and in the order listed below. Please remember that this section of the response is limited to 5 pages.

Recruitment

1. Describe your organization's strategy for recruiting WIOA-eligible Adults, Dislocated Workers, and Youth into training programs specifically aligned with the construction sector.
 - How will you engage underrepresented populations or those with barriers to employment?
2. What partnerships or outreach methods will you utilize to identify and recruit candidates who are both eligible for WIOA services and likely to succeed in construction training and employment?
 - Include any collaboration with community-based organizations, schools, correctional facilities, or industry partners.

Retention

3. What approaches will you use to retain participants through completion of training programs?
 - Address support services, case management, mentorship, or other engagement strategies.

Placement

6. Explain how your organization will connect participants who complete training to employment opportunities in the construction industry, including entry-level positions, union roles, or contractor placements.
7. What strategies will you use to establish or strengthen pipelines to Registered Apprenticeship Programs (RAPs) or Industry Recognized Apprenticeships Programs (IRAPs) the construction sector?
 - Include current or proposed partnerships with unions, employers, or trade associations.

8. Describe how you will ensure employer engagement throughout the recruitment-to-placement continuum.
 - How will employers be involved in curriculum development, training, or job placement?
9. What metrics will you use to evaluate the success of your recruitment, retention, and placement strategies in the construction sector?
 - Provide past performance data or benchmarks if available.

Section 5: Financial Requirements and Budget Guidelines

5.1 Budget Development and Fiscal Integrity

Each proposal must include a detailed budget and budget narrative demonstrating the proposer's ability to effectively manage federal funds while ensuring fiscal accountability.

A. Fiscal Management and Compliance

Proposers must address the following in their proposal:

- **Experience with Federal Funds:** Describe your organization's experience in managing and administering federal funds, including the qualifications and expertise of your fiscal staff in overseeing federal financial operations.
- **Familiarity with Federal Financial Regulations:** Explain your organization's understanding of 2 CFR 200, Uniform Administrative Requirements for Federal Grants, and describe how you will ensure compliance with these federal financial management standards.
- **Accounting System and Documentation:** Provide details on your accounting system and describe how it ensures accurate tracking and documentation of all expenditures.
- **Leveraged Community and Partner Resources:** Identify any additional resources (e.g., funding, in-kind contributions, partner support) that will be leveraged to enhance program services.

Budget Guidelines

- All costs must be allowable, reasonable, allocable, and necessary to the services and activities of the program.
- Expenditures must comply with 2 CFR 200 regulations.
- Proposed costs will be compared with an independent cost estimate developed by SCMW to assess reasonableness.
- Refer to the Budget Instructions in the Forms section of this RFP for additional guidance.

C. Budget Narrative Requirements

Proposers must submit a **Budget Narrative** that provides a **line-by-line explanation** of each cost in the budget. The narrative must include:

1. Calculation Method for Each Line Item

- Example format:
 - *Staff Salaries: [Number of staff] @ \$[Monthly salary] x [Months worked] x [Percentage charged to WIOA] = \$_____*
- The calculation method should be detailed for each budget item.

2. Justification for Each Line Item

- Explain **why** each cost is necessary for the operation of the proposed program.

- Provide supporting details, such as:
 - **Personnel Costs:** Include staff names or job titles, total salary per position, and percentage allocated to WIOA. If staff are not identified, include a job description in the proposal attachments.
 - **Fringe Benefits:** List each benefit category covered (e.g., health insurance, payroll taxes).
 - **Facility Costs:** Provide total square footage, cost per square foot, and documentation verifying costs are comparable to market rates.
 - **Supply or Equipment Costs:** Justify method of valuation (e.g., lease vs. purchase, depreciation, usage allowance).
- Clearly explain how each cost supports program success and aligns with WIOA service delivery requirements.

5.2 Indirect Costs

If a proposer includes indirect costs in the budget, the following conditions apply:

- The indirect cost rate must be supported by either:
 1. A federal or state-approved indirect cost rate agreement, or
 2. A cost allocation plan approved by SCMW that outlines the distribution of indirect and common operating costs across funding sources.
- Efficiency Consideration: The proposer's ability to meet performance objectives while minimizing indirect costs will be considered in the evaluation process.

5.3 Subcontracting Restrictions

- Proposing organizations may not subcontract any portion of the proposed services without prior written approval from SCMW.
- If subcontracting is proposed, the rationale and scope must be detailed in the proposal and approved by SCMW before implementation.

5.4 Performance Measures

Programs must meet WIOA performance benchmarks, including:

- Placement in employment, postsecondary education, or the military.
- Credential Attainment (high school diploma, equivalency, or postsecondary certificate).
- Measurable Skills Gains demonstrating career and academic progress.

Proposers must outline strategies for tracking participant success and employment outcomes.

5.5 Data Management & Compliance

- Providers must use Mississippi's participant data system for case management.
- Data entry must be completed within five (5) business days of service delivery.
- Compliance monitoring will be conducted to ensure timely and accurate reporting.

5.6 Demonstrated Experience

Proposers must provide evidence of past success, including:

1. Experience operating similar workforce programs.
2. Collaboration with multiple stakeholders.
3. Three references from past contracts, including:
 - Contracting agency
 - Services provided
 - Number of participants served
 - Cost per participant
 - Performance outcomes
4. Recent monitoring reports and corrective action documentation (if applicable).

Proposers with prior SCMW or CMPDD contracts must include a blank reference form for internal completion.

5.7 Geographic Coverage & Service Locations

- Proposers may serve one or more full counties in the SCMW region. Partial-county proposals will not be considered.
- If proposing services in existing WIN Job Centers, include facility cost estimates.

- If proposing new service locations, include a justification for site selection and budget details.

The Local Workforce Development Board reserves the right to adjust service areas based on need.

5.8 Budget & Deliverables

Submit a detailed line-item budget and narrative (see Section 5) using the Microsoft Excel Template.

Include a Budget Summary/Cost Allocation Plan from the Forms section.

Provide a Schedule of Deliverables, specifying timelines for key program milestones.