



REQUEST FOR PROPOSALS

2026

One Stop Operator Services

Adult and Dislocated Career and Training Services

Youth Workforce Development Services



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Request for Proposal Timeline

Milestone	Date/Time
RFP Release	February 23, 2026
Bidders' Conference (Microsoft Teams)	March 3, 2026, 1:30 PM
Last Day to Submit Questions	March 6, 2026
Proposals Due	March 24, 2026
Subaward Recommendation(s) Considered for Approval	April 3, 2026
Subaward Negotiations	May 2026
Programs Commence	July 1, 2026 (or as soon as possible thereafter)

Bidders' Conference Details

Microsoft Teams Meeting ID: 259 439 768 308 45

Passcode: No6mD68e

Email rparker@cmpdd.org for a Microsoft Outlook invitation.

Section 1: Introduction, Eligibility, and Solicitation Summary

1.1 Background

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. SCMW is designated under the Workforce Innovation and Opportunity Act (WIOA) and applicable federal and state requirements.

CMPDD, on behalf of SCMW, is soliciting proposals from qualified entities to deliver workforce services in support of WIOA participants.

1.2 Services Sought

Respondents may propose one or more of the following service categories:

1. **One-Stop Operator Services** (On Site, Virtual Access and/or Digital One-Stop model)
2. **Adult and Dislocated Worker Career and Training Services**
3. **Youth Workforce Development Services**

All awards are subject to approval and oversight by the SCMW Local Workforce Development Board (LWDB) and the Board of Commissioners (BOC) Board.

1.3 Service Area and Target Populations

Primary Counties Referenced in Program Design Sections:

- **One Stop Operator:** Warren, Hinds, Rankin, Claiborne, Copiah, Simpson, Jefferson, Adams, Franklin, Lincoln, Lawrence
- **Adult/Dislocated Worker focus:** Warren, Hinds, Rankin, Claiborne, Copiah, Simpson, Jefferson, Adams, Franklin, Lincoln, Lawrence
- **Youth:** Warren, Hinds, Rankin, Claiborne, Copiah, Simpson, Jefferson, Adams, Franklin, Lincoln, Lawrence

Target Populations

- **Adults and Dislocated Workers:** Residents ages 18+ who meet WIOA eligibility
- **Youth:** In-School and Out-of-School youth who meet WIOA eligibility (generally ages 16–24)

1.4 Contract Term, Type, and Estimated Funding

Initial Period of Performance: July 1, 2026 – June 30, 2027

Renewal Options: Up to three (3) additional program years, renewable annually, based on performance, funding, and SCMW determination of best interest.

Contract/Subaward Type: Cost-Reimbursement

Estimated Available Funding (based on prior year):

- Adult & Dislocated Worker: **\$800,000**
- One-Stop Operator: **\$500,000**
- Youth Services: **\$300,000**

1.5 Eligible Respondents

Eligible respondents may include:

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

Collaborations are permitted; proposals must designate **one legal entity as the fiscal agent** responsible for all contractual obligations.

SCMW encourages participation from small businesses, minority-owned firms, and women's business enterprises and is committed to Equal Opportunity.

Section 2: Procurement Communication and RFP Conditions

2.1 Single Point of Contact; Questions; Addenda

To ensure fairness, all communications regarding this RFP must follow the rules below.

Questions: Email questions to rparker@cmpdd.org no later than **March 6, 2026**.

Responses/Addenda: Written responses and addenda will be posted to the CMPDD Workforce Website: cmpdd.org/workforce/

Only posted written responses/addenda are considered official.

Respondents are responsible for monitoring the website for updates.

2.2 Ex-Parte Communications Prohibited

Ex-parte communication, lobbying, or attempts to influence SCMW board members, staff, or evaluators outside the formal process are prohibited and may result in disqualification.

2.3 Right to Cancel, Reissue, or Negotiate

SCMW reserves the right to amend, delay, reissue, or cancel this RFP in whole or in part. SCMW is not obligated to award a contract or reimburse proposal preparation costs.

Section 3: Proposal Submission Requirements

3.1 Deadline and Submission Method

Proposals Due: March 24, 2026 (by time stated in the announcement/instructions)

Submission Method: Email submission (PDF required for narrative/forms; Excel required for budget template)

Submission Email: WIOA@CMPDD.ORG

Subject Line/File Naming: "WIOA Proposal – [Service Type(s)] – [Organization Name]"

Late submissions will not be accepted.

3.2 Required Files (One Email Submission Package)

1. **Proposal Narrative (PDF)**
2. **Budget and Budget Narrative (Excel using provided template)**
3. **Completed Required Forms (PDF, signed where required)**

CMPDD will acknowledge receipt by email. If you do not receive confirmation, the proposer is responsible for follow-up.

3.3 Proposal Format (Simple, Enforceable)

- Font: 12-point Aptos or Arial
- Margins: 1 inch
- Spacing: Double-spaced (tables may be single-spaced)
- Footer: Organization name + “Page X of Y”

3.4 Proposal Organization (Required Order)

Use the following structure (combine where possible; do not repeat information across sections):

Required Section	Limit
A. Cover Sheet	1 page from Template
B. Organizational Overview	1 page
C. Experience & Past Performance	1 page (include relevant performance outcomes, contract history, and summaries of prior WIOA monitoring reports or similar compliance reviews, including any corrective actions and their resolution, if applicable).
D. Program Structure and Service Delivery	2 pages total
E. Service Narrative (Operator and/or Adult/DW and/or Youth)	5 pages per service formatted by questions listed in the narrative and answers from submitter
F. Budget (Excel) + Budget Narrative	Template
G. Signed Minimum Threshold Certification	Required
H. Attachments (optional, limited)	As needed

Tip to reduce workload for everyone: Put **deliverables, staffing chart, and service locations** into concise tables.

3.5 Public Records and Proprietary Markings

Proposals are subject to the Mississippi Public Records Act. If a proposer includes proprietary information, pages must be clearly marked “**PROPRIETARY**” and identified in a brief statement.

Section 4: Terms and Compliance Requirements

4.1 Period of Performance and Renewals

Initial performance period is July 1, 2026 – June 30, 2027. Renewals may be approved annually up to three additional program years based on performance, compliance, and funding.

4.2 Payment and Cost-Reimbursement

- Reimbursement is limited to **allowable, reasonable, and allocable** costs within the approved budget and contract ceiling.
- Payments are typically monthly based on required reports (including accrued expenditures).
- SCMW may require documentation supporting any cost.

4.3 Financial Documentation and Audit Access

Contractors/subrecipients must:

- Maintain adequate source documentation for all expenditures
- Track costs by program year and cost category
- Maintain time and effort records for staff charged to WIOA
- Allow access for monitoring, audit, and review by SCMW and authorized oversight entities

4.4 Ethics and Conflict of Interest

SCMW applies Mississippi ethics requirements and conflict-of-interest safeguards.

At minimum:

- Organizations must avoid real or apparent conflicts involving SCMW WDB members
- Proposers must disclose potential conflicts in their proposal and during contract performance

4.5 Minimum Threshold Requirements (Pass/Fail)

Proposers must meet all minimum threshold requirements contained in the Minimum Threshold Requirement Form. Failure to meet any threshold requirement results in disqualification.

Section 5: Proposal Review, Evaluation, and Award

5.1 Technical Review (Pass/Fail)

CMPDD/SCMW will first review proposals for:

- On-time submission
- Required forms and signatures
- Required sections included
- Page limits and basic formatting compliance

Non-responsive proposals will not advance.

5.2 Evaluation Criteria (Scored)

Category	Points
Format Compliance	5%
Technical Summary & Minimum Threshold Requirements	10%
Demonstrated Ability & Past Performance (incl. references)	30%
Program Approach and Service Plan	30%
Fiscal Approach, Budget, Budget Narrative	25%

5.3 Selection Process

SCMW may:

- Request clarifications
- Conduct interviews/oral presentations
- Conduct management reviews
- Negotiate scope and budget prior to award

SCMW reserves the right to reject any proposal if services are unnecessary, costs are unreasonable, or the proposer cannot meet requirements.

5.4 Award Notification

All respondents will be notified in writing. Final award(s) depend on:

- LWDB and BOC approval

- Availability of funds
- Successful negotiations, if required

Section 6: Program Structure and Service Delivery (Applies to All Services)

6.1 One-Stop System Overview

WIOA services are delivered through the one-stop system and workforce partner coordination. SCMW includes WIN Job Centers across the region. The following certified WIN Job Centers currently operate:

- Jackson
- Pearl
- Vicksburg
- Brookhaven
- Natchez
- Simpson

6.2 Facilities, Infrastructure Costs, and Partnerships

Proposers may propose services in existing locations and/or new sites. If staff are placed in a center with partner operations, cost-sharing for infrastructure may be required (e.g., rent, utilities) based on applicable agreements.

Proposals must clearly state:

- Proposed service locations (physical and/or virtual)
- Any facility or infrastructure costs included in the budget
- Coordination plan with workforce partners

Section 6 Narrative Questions

Length: 2 page narrative

Q6.1 Location and Services Table (Required)

- a) Physical Address
- b) Services Delivered at location (operator, Adult/DW, Youth)
- c) Staffing Coverage (Manager, Career Coach, Receptionist, etc.)

Q6.2 Coordinate service delivery with WIOA partners

1. Which partners you will coordinate with and **what each partner relationship will accomplish** (referrals, co-enrollment, training access, employer services, supportive services)?
2. Your plan for **MOUs and Infrastructure Funding Agreements (IFAs)**, including who will lead development and how you will support cost-sharing discussions, if applicable?

3. How customers will experience “no wrong door” access (referrals, warm handoffs, shared scheduling/communication)?

Q6.3 Management Structure and Oversight (Program Governance)

Provide your proposed **management structure** for all services included in your proposal. Include:

- An organizational chart showing **reporting lines** (Program Director, Fiscal/Grants, Operations/Center Lead, Case Management, Data/Performance)
- Who is responsible for **performance outcomes, data integrity, and fiscal compliance**
- Your internal **quality assurance and monitoring process** (how often performance/compliance is reviewed, and how corrective actions are implemented)

Section 7: One-Stop Center Operator

7.1 WIN Job Centers for Operator Services

SCMW seeks proposals to operators for the following WIN Job Centers:

- Jackson
- Pearl
- Vicksburg
- Brookhaven
- Natchez
- Simpson

7.2 Operator Responsibilities (Summary)

The Operator must:

- Manage the WIN Job Centers while ensuring customer access to all workforce services including, but not limited to Workforce Pell, WIOA, WET, and MS Works Funding streams.
- Support customers with limited digital literacy
- Provide workforce professional coverage (e.g., Adult Career Coach and/or Talent Solutions Professional)
- Coordinate with WIOA core partners (MDES, MDHS, MDRS, Community College Adult Education)
- Support scheduling/appointments to improve customer flow
- Maintain service integration and partner coordination processes

7.3 Staffing and Management (What to Include)

Provide a staffing plan including:

- Summary of key roles
- Customer flow from intake to exit
- Training plan (quarterly customer service training recommended)
- Internal monitoring and quality assurance

7.4 Coordination with Partners

Describe how you will:

- Coordinate service delivery with partner agencies
- Support MOUs/IFAs as needed
- Ensure smooth referrals and shared access in traditional, virtual, or digital settings

7.5 Demonstrated Experience (Concise Evidence)

Provide:

- Relevant experience operating workforce or technology-enabled service hubs
- Three references with contact information
- Most recent monitoring reports and corrective action correspondence (if applicable)

If previously contracted with SCMW/CMPDD, include a blank reference form for SCMW internal completion.

Section 7 Narrative Questions

Length: 5 page maximum narrative

Q7.1: Identify which of the listed WIN Job Centers (Jackson, Pearl, Vicksburg, Brookhaven, Natchez, Simpson) you are proposing to operate and confirm your experience and/or capacity to manage operations in each selected location.

Q7.2: Describe how you will manage day-to-day WIN Job Center operations to ensure seamless customer access to WIOA, WET, and MS Works services while maintaining service integration and partner coordination.

Q7.3: Provide a summary of your staffing structure, including key roles, customer flow from intake to exit, staff training approach, and internal monitoring processes to ensure quality and compliance.

Q7.4: Explain how you will coordinate with required WIOA core partners and other strategic partners, including High School Career Coaches.

Q7.5: Summarize your organization’s relevant experience operating workforce service centers or technology-enabled service hubs, including references and recent monitoring results demonstrating performance and compliance outcomes.

Section 8: Adult and Dislocated Worker Career and Training Services

8.1 Service Scope

SCMW seeks proposals for Adult and Dislocated Worker Career Services and Training in counties listed above.

Proposers may collaborate with existing providers or propose as the provider for an ecosystem (partial-county proposals are not accepted).

Current providers (for context):

- Ecosystem 5: Hinds Community College
- Ecosystem 7: Copiah-Lincoln Community College

8.2 Required Service Components

Career Services must include, at minimum:

- Outreach and recruitment (including Affirmative Outreach)
- Eligibility determination and documentation
- Objective assessment
- Individual Employment Plan (IEP)
- Supportive service referrals as appropriate

Training must include at least one of:

- ITAs
- OJT
- Customized Training
- Apprenticeships
- Internships/work experience

Training Expenditure Requirement: At least 50% of Adult/DW funds must support direct training activities. Proposals below 50% may not be considered.

8.3 Performance Accountability

Describe how your program will meet performance expectations including:

- Employment (2nd and 4th quarter after exit)
- Median earnings
- Credential attainment
- Measurable skills gains

8.4 Staffing, Case Management, and Customer Flow

Include:

- Staffing plan and qualifications
- Case management model
- Internal compliance monitoring
- Continuous customer service training approach

8.5 Data Management and Timeliness

- Use Mississippi's participant data system for case management and reporting
- Enter services within **five (5) business days**
- Include related costs in the budget

8.6 Employer Engagement and Follow-Up

Describe:

- Employer engagement strategy and hiring pipelines
- Follow-up approach to support retention and advancement

8.7 Budget and Deliverables

Submit budget per Section 10 and a concise deliverables schedule.

Section 8 Narrative Questions

Length: 5-page maximum narrative

Q8.1: Identify the counties you propose to serve and describe your approach to delivering comprehensive Adult and Dislocated Worker career and training services within those areas that braid WIOA, WET, and MS Works Funding.

Q8.2: Describe how you will deliver all required career service components and at least one allowable training service while ensuring that no less than 50% of Adult/Dislocated Worker funds are expended on direct training activities.

Q8.3: Explain your strategy for achieving and monitoring WIOA performance outcomes, including employment (2nd and 4th quarter), median earnings, credential attainment, and measurable skills gains.

Q8.4: Describe your staffing structure, case management model, customer flow from enrollment through exit, and internal monitoring and data management controls to ensure compliance, timely data entry (within five business days), and high-quality service delivery.

Q8.5: Describe your employer engagement strategy for developing hiring pipelines and your follow-up approach to support participant retention and career advancement after program exit.

Section 9: Youth Workforce Development Services

9.1 Service Overview

SCMW seeks proposals for In-School Youth (ISY) and Out-of-School Youth (OSY) services supporting eligible youth (generally ages 16–24). Services may be co-located in WIN Job Centers and/or delivered at Community College locations.

Programs should support educational attainment, work-based learning, and training aligned with in-demand industries (e.g., healthcare, manufacturing, logistics, energy, IT).

9.2 Youth Eligibility (WIOA)

- **ISY:** Typically ages 16–21, enrolled, low-income, and with one or more WIOA barriers
- **OSY:** Typically ages 16–24, not enrolled, and with one or more WIOA barriers

9.3 Required Youth Program Elements (Core)

Include:

- Recruitment and outreach
- Eligibility determination and documentation
- ISS/IEP development
- Career exploration and work readiness
- Educational support (diploma/equivalency support, tutoring, transitions)

9.4 Training and Work-Based Learning

Offer at least one:

- Occupational Skills Training leading to a credential
- Internship or other work-based learning opportunities with job placement intent

Work-Based Learning Requirement: At least 25% of youth funding must support work-based learning.

9.5 Youth Performance Measures

Describe how you will track and achieve required outcomes such as:

- Placement in employment, education, or military
- Credential attainment
- Measurable skills gains

9.6 Staffing, Program Management, and Compliance

Include:

- Staffing structure and qualifications
- Customer flow process
- Internal monitoring and service quality controls
- Staff training plan

9.7 Data Management

Use the Mississippi participant data system. Enter services within **five (5) business days**.

9.8 Demonstrated Experience

Provide evidence of past performance, including three references and monitoring/corrective action documents where applicable.

9.9 Budget and Deliverables

Submit budget per Section 10 and a concise deliverables schedule.

Section 9 Narrative Questions

Length: 5-page maximum narrative

Q9.1: Describe your technical training model for ISY and OSY participants, including how occupational skills training and work-based learning experiences will lead to industry-recognized credentials and placement in high-demand career pathways. This should incorporate WET and Works funded technical skills training while WIOA funding can focus on supportive services through the Career Coach Model.

Q9.2: Describe how you will structure employer-based work experiences that serve as a direct pipeline into advanced technical training, Pre-Apprenticeships, Registered Apprenticeships, postsecondary education, or unsubsidized employment, identify committed industry partners, and outline expected progression outcomes, noting that youth wage payments will be funded separately by SCMW and should not be included in your budget.

Q9.3: Describe how you will recruit and enroll eligible youth and develop Individual Service Strategies (ISS/IEPs) that align each participant's academic support, technical skill development, and work experience with a defined career pathway.

Q9.4: Explain your strategy for achieving measurable skills gains, credential attainment, and placement in employment, postsecondary education, apprenticeship, or military service, including how outcomes will be tracked and improved.

Q9.5: Describe your staffing structure, employer partnerships, internal monitoring systems, and data management controls (including five-day data entry requirements) that ensure high-quality service delivery and successful employment outcomes.

Section 10: Financial Requirements and Budget Guidelines

10.1 Budget Development Standards

Budgets must reflect costs that are:

- Allowable
- Reasonable
- Allocable
- Necessary

SCMW will compare proposed costs with an independent estimate to assess reasonableness.

10.2 Budget and Budget Narrative Requirements

Proposers must develop and submit their **Budget and Budget Narrative** using the official spreadsheet template provided with this RFP; budgets submitted in any other format will not be accepted.

The Budget Narrative must correspond directly to the line items in the spreadsheet and provide sufficient detail to support allowability, reasonableness, and allocability of all proposed costs.

For each budget line item, include:

- **Calculation Method:** Show the formula used to determine the cost (e.g., number of staff × annual salary × percentage of time charged × number of months).
- **Justification:** Explain why the cost is necessary for program implementation and how it supports service delivery and performance outcomes.
- **Cost Basis:** For facility or infrastructure costs, provide the basis for the amount charged, including square footage calculations, cost per square foot, and documentation of market comparability, where applicable.
- **Allocation Method (if applicable):** Describe how shared or indirect costs are allocated across funding streams.

The Budget and Budget Narrative must clearly align with the proposed scope of services, staffing plan, and deliverables described in the proposal narrative.

10.3 Indirect Costs

Indirect costs must be supported by:

- A current federally/state approved indirect cost rate agreement; or
- A cost allocation plan approved by SCMW

10.4 Subcontracting

No subcontracting is allowed without SCMW prior written approval. If proposed, describe scope and justification clearly.