Chester County Department of Workforce Development
Request for Proposals (RFP) for
One Stop Operator or Operator Consortium Workforce Development Services

Under the direction of the Chester County Commissioners and the Chester County Workforce Development Board (CCWDB), the Chester County Department of Workforce Development (DWD) is seeking proposals from providers who are interested in providing One Stop Operator Services in Chester County beginning on July 1, 2024. This RFP will be open from Monday, April 22, 2024, until Wednesday, May 15, 2024, at 3:00 p.m.

The ideal partner for One Stop Operator Workforce Development Services will lead a consortium to provide relevant and actionable solutions that (1) increase customer opportunities through enhanced access to services and (2) improve overall customer outcomes by successfully leveraging funding and integrating workforce services. This includes the ability to quantify and articulate progress against these objectives.

Key Objectives for the CCWDB:
1. Focus on overall improvement in customer experience: CCWDB is seeking partners with a customer experience focus that understand and recommend innovative ways to effectively reach customers across the geographic, socioeconomic, and industry diversity of Chester County.
2. Improve outcomes: CCWDB is seeking partners with an outcomes-focus including the ability to articulate the quality, quantity and benefit of services provided to their customers.
3. Expand reach: Chester County is a geographically diverse county. The CCWDB is seeking partners who understand the unique challenges of Chester County and will recommend innovative ways to effectively reach customers in need to maximize the availability and access to Workforce Development services.

One Stop Operator Options
The Operator (public, private, or nonprofit) will lead a consortium of entities. The consortium of entities will at a minimum, include three (3) or more of the required one-stop partners of demonstrated effectiveness as described in WIOA section 678.400. All entities must sign the contract between the LWDB and the selected operator. Operator(s) may operate one or more PA CareerLink® service locations.

The OSO must take the role of collaborating and integrating services within the PA CareerLink – Chester County partnership. Providers will comingle their services for the sake of the clients served.

Background:
The Chester County Department of Workforce Development (DWD) is the entity designated by the Chester County Workforce Development Board (CCWDB) and the Chester County Commissioners to provide staff support to the CCWDB and act as the administrative entity and the fiscal agent for the operation of Workforce Innovation and Opportunities Act (WIOA) Programs in the Chester County Local Workforce Development Area.

It is the mission of the Chester County Workforce Development Board to provide training, employment, and workforce development services, to produce workers better equipped to compete in the global economy and destination of choice and a desirable place to invest, live, work, and raise a family.
The Workforce Innovation and Opportunities Act (WIOA)
The Federal Workforce Innovation and Opportunity Act (WIOA) passed in July 2014 and full implementation was required in stages from July 1, 2015, to July 1, 2016. The purpose of WIOA is to move toward a higher level of service for employers and job seekers through better alignment of education, economic development and workforce development systems at the state, regional and local levels. WIOA maintains the primary service delivery structure, the nation’s network of one-stop career centers (PA CareerLink® in Pennsylvania), but challenges center Service Providers with higher expectations for partner investments, system leadership, engaging employers, sector strategies, prioritizing services for under-served populations, and achieving better performance outcomes. A new emphasis is placed on achievement of credentials that are valued by multiple employers and are stackable toward more advanced certifications and degrees.

All WIOA information throughout this RFP is designated through the guidance provided by the U.S. Department of Labor and the PA Department of Labor and Industry’s Bureau of Workforce Development Administration and is subject to change by these funding organizations.

The Stevens Amendment
The Stevens Amendment, Public Law 101-166, Section 511, is an appropriations provision that requires grantees of the Department of Labor (DOL), Health and Human Services (HHS), and Education to disclose for a grant program the percent of the costs financed with federal funds.
- Workforce Innovation and Opportunity Act (WIOA) programs are federally supported 100% by the U.S. Department of Labor as part of an award totaling $5,320,156.07 with $0 (0%) state, local and/or non-governmental funds.
- Temporary Assistance for Needy Families (TANF) programs are federally supported 100% by the U.S. Department of Human Services as part of an award totaling $1,262,612.48 with $0 (0%) state, local, and/or non-governmental funds.
- Discretionary grants are federally supported by the U.S. Department of Labor as part of an award totaling $1,414,904.99 being state, local and/or non-governmental funds.

Questions and Bidder’s Conference:
One Stop Operator and Title I Services Bidder’s Conferences was held on Thursday February 29, 2024 at 1 p.m. at the PA CareerLink®-Chester County and United Way Financial Stability Center at 479 Thomas Jones Way, Suite 500, Exton, PA 19341
♦ Additional Questions may be emailed to workforcedevelopment@chesco.org by 3:00 pm on Monday, May 6th, 2024. Questions will be answered and posted on the CCWDB website (www.chesco.org/wib) on Tuesday, May 7, 2024. Any questions received after 3:00 pm on Monday, May 6th, 2024, will not be answered.
♦ Submission Format: Applicants will submit proposals via e-mail: Workforcedevelopment@chesco.org
♦ Scoring: Scores will be based on the following topics: Organizational Capacity, Statement of Need, Program Design and Service Strategy, Staffing, Past Performance and Best Practices, Leveraging of Resources, and Budget.
♦ Due date: Applications are due by 3:00 PM on Wednesday, May 15th, 2024.
♦ Start Date: All program operations will be expected to commence no later than July 1, 2024.
♦ Attachments: Attachments can be accessed at www.chesco.org/wib and also on the last page of the electronic application form. Applications will not be accepted by the electronic system without the required attachments.
Scope of Work
The consortium model selected as the One Stop Operator shall be responsible for the supervision of the PA CareerLink® Chester County Administrator and the Support Staff located at the front desk, as well as any additional staff deemed appropriate by mutual agreement between the provider and the CCWDB. The entity selected will be responsible for the submission of all reports and held accountable for all negotiated performance measures. While some activities have been delineated by the Workforce Development Board for specific staff members, others are the responsibility of the selected Operator and open to assignment as included in the proposal. The selected Operator must be willing and able to work cooperatively with CCWDB staff, as well as with staff of the United Way Financial Stability Center.

The consortium will function under the name and direction of the PA CareerLink® as a fully integrated partner without regard to the organizational mission of the selected entity.

The duties of the One Stop Operator shall include, but not be limited to, the following and be assigned to appropriate Operator staff, which can include the PA CareerLink® Administrator and Support Staff:

- Serve as an intermediary with all partners at the PA CareerLink® Chester County.
- Establish and communicate specific and measurable PA CareerLink® performance standards in conjunction with the Chester County Workforce Development Board, the State Workforce Development Board, the PA Department of Labor and Industry and input from PA CareerLink® Chester County staff.
- In partnership with the PA CareerLink® and United Way, create and implement an outreach/marketing plan targeting the community and employers about the resources at the PA CareerLink® - Chester County. This plan must include, but not be limited to: flyers, social media, PA CareerLink® - Chester County website maintenance, e-newsletters, meeting attendance and promotional materials.
- Perform offsite presentations to employers and potential new or existing partners and job seeker groups with a focus on establishing relationships with the local Chambers.
- Regularly develop, distribute, and compile satisfaction and interest surveys to jobseekers, employers and PA CareerLink® partners. Assess customer and partner needs and feedback to make recommendations to partners and the Chester County Workforce Development Board for continuous improvement.
- Work with the Title I provider to ensure that an effective partner referral mechanism is in place and utilized for the benefit of individual clients and the partners’ performance.
- In collaboration with the Title I provider through the Welcome Center and Orientations, follow a customer flow to include, but not be limited to, triage of all customers to determine their needs and their applicable Priority of Service status, and ensure service delivery based on that status.
- Constantly assure compliance with the Americans with Disabilities Act and Equal Employment Opportunity within the PA CareerLink® Chester County.
- Facilitate quarterly meetings with all staff, partners and providers at the PA CareerLink® - Chester County.
- Facilitate bi-monthly One Stop Advisory Committee meetings with the PA CareerLink® Administrator, Title I provider, Office of Vocational Rehabilitation (OVR), PA Department of Human Services – County Assistance Office, PA Dept. of Labor and Industry and CCWDB staff in attendance to review programmatic updates and ensure services are being provided in the best manner for jobseekers, employers, and partners. This meeting will maintain quality assurance and help all to understand the parameters under which the partners provide services and each partner’s performance measurement goals.
• Ensure the involvement, inclusion, and integration of services with the Title I provider, EARN Program provider, the United Way Financial Stability Center providers and all other programs at the PA CareerLink® Chester County.
• Maintain relationships with human service providers and educational / training providers.
• Recruit additional PA CareerLink® Chester County partners.
• In collaboration with the Title I provider and the WDB staff, participate in the Business Service Team to ensure the sharing of employer outreach efforts among all service partners.
• Submit all new employers participating in workforce initiatives to the Chester County WDB for inclusion in the Chester County Commissioner’s Strategic Business Plan.
• Ensure compliance with One Stop / CareerLink certification criteria.
• Ensure that the Chester County Workforce Development Board’s mission and objectives are carried out and met.

Evaluation and Selection and Review Criteria:
Proposals will be reviewed, scored and evaluated through a review committee, consisting of Workforce Development Board Members and other knowledgeable individuals. The Review Team will make recommendations to the CCWDB and the Chester County Commissioners who will select the providers and make final decisions for the One Stop Operator and Title I Provider for Adult, Dislocated Worker, and Youth Services.

- A committee selected by the CCWDB will review proposals that meet the general criteria established by the RFP. The review committee consists of CCWDB members and staff. The proceedings of the review committee are confidential. Members of the review committee are not to be contacted by proposers. Proposers who violate this provision risk exclusion from consideration.
- Through this review and evaluation process, each member of the review committee will evaluate each proposal to assess the proposed services and activities.
- Upon review and evaluation of proposals, the review committee will then meet to discuss each proposal.
- During the evaluation process, the review committee may, at its discretion, request any one or all proposers to make oral presentations. Such presentations will provide proposers with an opportunity to answer any question the review committee may have on a proposal. Not all proposers may be asked to make such oral presentations.
- Upon conclusion of the review and evaluation process, the review committee will recommend a provider to the Executive Director of the CCWDB. A recommendation will be made to the Chester County Workforce Development Board for approval, after which the recommendation will be made to the Chester County Commissioners for approval.

Proposals are to be divided into the following categories when submitted through the online grants management system. Please note that only the narrative submitted electronically, and not additional narrative attachments, will be scored. All proposals will be scored based on these categories:

- Statement of Need (10 points)
  o Include local-level data from reliable sources and provide name of source
  o Describe characteristics of target population and community in Chester County
  o Identify any current gaps in service that would be filled by the proposed programming
  o Describe geographically underserved areas of the County and what barriers to service exist for those areas
• Program Management and Organizational Capacity (10 points)
  o Describe the fiscal controls in place for auditing and accountability procedures
  o Provide total years of operation and current annual budget
  o Demonstrate an understanding of WIOA federal and state guidelines and provide relevant examples
  o Describe capabilities regarding data collection and performance management and provide relevant examples

• Program Design and Service Strategy (30 points)
  o Describe One Stop Operator model being proposed: Single Entity or Consortium
  o Include a detailed description of the services and activities proposed, including customer flow and integration with other partners and services at the PA CareerLink® Chester County
  o Describe strategy for increasing awareness and efficacy of services in traditionally underserved areas of Chester County
  o Describe plans to create and maintain a forum for collaboration between all partners and stakeholders
  o Describe, with specifics for each population, how outreach will be conducted to populations with barriers, including, but not limited to; justice-involved persons, job seekers aged 55+, Veterans, youth and young adults, job seekers with disabilities, people experiencing homelessness or precariously housed, and job seekers with Limited English Proficiency
  o Describe strategy for connecting with employers
  o Identify any assessments or other tools that will be utilized to maximize service delivery
  o How will the need for new and updated workshops and trainings be identified and implemented?
  o Budget
    • Submission of a detailed budget on provided template as well as a budget narrative. The budget should be calculated and submitted based on one year of service provision
    • The “Request Amount” entered at the beginning of the electronic application should reflect the total amount proposed for one year of service delivery for the single service delivery category
    • The budget shall clearly identify which costs are programmatic and which costs are administrative. Administrative costs shall be consistent with the cost limits in the WIOA program for the local area
    • A second budget and budget narrative may be submitted with each proposal, indicating any savings in staff time or other costs should the proposer be awarded any combination of contracts under concurrent RFPs

• Leveraging of Resources and Existing Partnerships (20 points)
  o If proposing a consortium model, indicate all proposed consortium members, staff organizations, and partnership status (letter of commitment, MOU, in discussion, etc.).
  o Describe the inclusion of existing partnerships and the leveraging of additional resources in providing successful services under this proposal
  o Describe any applicable collaboration with industry partnerships, economic development, community-based organizations, other workforce development services, education providers, or other agencies
  o List potential partner agencies you have contacted, including existing workforce programming, and the status of that contact
• Past Performance and Best Practices (20 points)
  o Describe experience in workforce development programming, or related experience in other programming
  o Describe your vision for the One Stop Operator and what experience will be utilized to create that vision
  o Describe methods for collecting and analyzing customer feedback and utilizing results for continuous improvement

• Staffing (10 points)
  o Include a list of all proposed personnel who will be involved in the delivery of the proposed activities with the minimum requirements for each position proposed
  o Describe the relationship between the Operator and the existing PA CareerLink staff (Administrator and Receptionist). How will the Operator work with existing staff? Distinguish between the responsibilities of the Operator and the Administrator.
  o Please note: Operator staff cannot act as supervisors for Title 1 staff

**Required Attachments for ALL Applications**

- Budget Forms (Template Provided on website)
- Evidence of Liability Insurance
- Job Descriptions/Resumes of All Personnel
- Disclosure of Conflicts of Interest Form
- Organizational Chart
- Conflict Identification Form

**Optional Attachments:**

- MOUs/Letters of Commitment (required for consortium submissions)
- Miscellaneous
- Evidence of Most Recent Program Performance Monitoring
- Support Letters

**Space/Equipment and Staffing Provided**

The Administrator and the Administrative Assistant/Support Staff shall be located full time at the PA CareerLink®-Chester County, 479 Thomas Jones Way, Ste. 500 Exton, PA, or such other location as the CCWDB and the County Commissioners may designate. The One-Stop Operator and its employees/independent contractors shall comply with all Building Rules and Regulations and Facility Operations Rules and Regulations as set forth in the Resource Sharing Agreement for the PA CareerLink®-Chester County, as may be amended from time to time.

The One-Stop Operator shall be designated specific space in the PA CareerLink®-Chester County where the Administrator and the Administrative Assistant/Support Staff shall be assigned. Office furniture shall be supplied and maintained by the County, provided that the One-Stop Operator shall be responsible for the replacement of office furniture damaged other than in the normal course of business. General office supplies shall be provided by the County.

Utilities are provided and paid through the Resource Sharing Agreement.

The One-Stop Operator shall work with the County to determine information technology and connectivity needs. All proposed technology line items should be listed separately in the proposed budget.
The One-Stop Operator is not permitted to make any alteration to the PA CareerLink®-Chester County or its designated space therein without the prior written consent of the County.

In the event that the Administrator or Administrative Assistant is no longer a County employee, the One-Stop Operator shall work with the County to determine a course of action and maintain continuity of service.

**Administrator**
The selected contractor shall utilize the existing Administrator for the PA CareerLink® Chester County. The CareerLink Administrator shall remain an employee of Chester County and the County will serve as his employer of record. However, the selected contractor shall be their supervisor and exercise all functional control. The Administrator shall be responsible for directing and coordinating all functions and operations of the PA CareerLink® Chester County site in alignment with the State Workforce Development Board’s strategic plan, the CCWDB’s strategic plan and the PA CareerLink® Chester County Site Plan. Essential duties and tasks include:

- Organize and direct PA CareerLink® operations and activities such as job seeker and business services.
- Implement and maintain a service delivery system that meets the needs of job seekers and business customers and includes all state requirements. Develops and implements procedures that facilitate efficient customer flow through the appropriate sections that impact PA CareerLink® Chester County.
- Establishes and/or enforces and communicate PA CareerLink® Chester County policies and procedures that define operations such as hours of operation, data confidentiality, service delivery, proper equipment use, health and safety, office closings and emergencies to all partners and users.
- Responds to requests for information from external and internal customers, the media and the general public.
- Facilitate the Chester County Workforce Development Board One Stop Operator Advisory/Partner Committee.
- Coordinate the activities of the PA CareerLink® Chester County staff. Create a high performance work environment and organize the PA CareerLink® Chester County site by function so that staff is assigned to and identify themselves with services (such as outreach, assessment, training, etc.) as opposed to agencies or programs.
- Facilitation of meetings every-other month of administrative leadership of all MOU partners.
- Work cooperatively with CCWDB staff.
- Oversee the fiscal management and budget for the PA CareerLink® Chester County facility.
- Maintains a thorough knowledge of the terms of the building lease in order to ensure compliance and acts as liaison to the landlord, Chester County. In addition to maintaining the inventory, assess and ensure the adequate supply of equipment tools, materials, supplies and assistive technologies.
- Explores others sources of funding for additional revenue to reduce partner costs and/or expand PA CareerLink® Chester County services.
- Management and implementation of the Resource Sharing Agreement and associated Memoranda of understanding with all service partners operating at the PA CareerLink® – Chester County.

- Bi-monthly meetings with the Workforce Development Board Fiscal Coordinator for budgetary
updates and maintenance.
- General facility upkeep (set up for public rooms, etc.)
- Provides day-to-day functional supervision over all PA CareerLink® Chester County staff.
- Perform other duties, tasks and special projects, as required.

**Administrative Assistant/Support Staff**

The selected contractor shall utilize the existing Administrative Assistant/Support Staff for the PA CareerLink® – Chester County and the United Way Financial Stability Center. The Administrative Assistant shall remain an employee of Chester County and the County shall be her employer of record. However, the selected contractor shall be her supervisor and exercise all functional control. The Administrative Assistant/Support Staff shall be responsible for providing administrative support for the PA CareerLink® – Chester County and United Way Financial Stability Center while performing receptionist and front desk duties and other duties assigned to assist in the operation of daily activities at the PA CareerLink® – Chester County and United Way Financial Stability Center. The Administrative Assistant performs a variety of administrative support tasks. This position may include higher-level duties and in some cases advanced software while completing daily duties and/or assigned tasks. Essential tasks and duties shall include:

- Perform administrative duties (e.g., write, type, or enter information into computer; prepare correspondence, or other documents, etc.).
- Perform receptionist duties (e.g., answer telephone, direct phone calls, make outbound calls, convey messages, and run errands).
- Manage Office Email and direct messages to staff.
- Manage room reservations for events (e.g. workshops, recruitment events), including setup of rooms for events.
- Assist with management of workshop registrations for customers.
- Manage/track foot traffic.
- Stock front displays and maintain signage.
- Sort and file records.
- Manage incoming and outgoing mail (Address envelopes or packages, stuff envelopes, stamp, sort, and distribute mail).
- Photocopy/Fax documents.
- Assist with coverage of the Computer Resource Center and other technical assistance as necessary.
- Perform special projects, as assigned.
- Perform other duties, tasks and office functions, as required.
- Assist clients with the navigation of services for the One Stop Site
- Understand the Priority of Service for the One Stop job seekers
- Become familiar with CWDS and data entry services for all workforce programs

**Other**

The One-Stop Operator, as functional supervisor of the Administrator and Administrative Assistant, shall be required to provide the County with performance evaluation at least annually of the Administrator and Administrative Assistant. The One-Stop Operator shall supervise the Administrator and Administrative Assistant and shall be ultimately responsible for their performance and all functions and tasks assigned.
Performance and Accountability
The Operator will be evaluated within the first six (6) months after the contract start date, and then at least annually thereafter. The operator evaluation will be developed and utilized by the CCWDB’s PA Career Link One Stop Advisory Committee to assess the operator’s performance and keep the CCWDB apprised of the performance. The assessment will consider, among other factors, contract provisions; primary indicators of performance of all WIOA core programs; participating partner surveys, and other performance measures. The evaluation will be consistent with the PA CareerLink certification requirements.

In addition, performance will be tracked, monitored, and reported in the following ways, with final benchmarks to be determined prior to contract issuance:

- Counting and reporting of Foot Traffic, including a complete count and a breakdown by zip code.
- Tracking and summarizing of workshop registrations and feedback forms.
- Quantitative and qualitative feedback incorporating the Voice of Customer
- Tracking of and reporting on mutual referrals and dual enrollments among service partner programs.
- Completion of a monthly performance report.
- A participating partner survey will be conducted by the CCWDB staff at least twice a year. This is a document developed by the PA CareerLink® standing committee that allows each partner to evaluate the efficiency and effectiveness of the operator and to identify areas of continuous improvement.
- Responsible for Performance Reports for all Partnering Agencies within the PA CareerLink® - Chester County such as Office of Vocational Rehabilitation (OVR), PA Labor Exchange and United Way Financial Stability Center programs.

*Performance Measures and Levels are subject to change based on guidance from the US Department of Labor and the PA Department of Labor and Industry’s Bureau of Workforce Development Administration.

Data Entry Requirements for all Providers
The successful bidder will be required to register with and data enter information on the Pennsylvania workforce development system of record. The successful bidder must also ensure that each program participant is registered in the system of record and that all information is promptly and correctly data entered. Also, any new programs developed by the PA Department of Labor and Industry will need to be implemented at that time, such as (but not limited to): Digital Intake Initiative, Business Services Team, etc.

County Requirements:

- **Reports:** A monthly report will be required for submission by the 10th day (or the prior business day if the 10th falls on a weekend or holiday) of each month, as well as an in-depth report to be submitted by the 10th day of every other month for inclusion in the CCWDB meeting packets. Elements of the reports will be finalized during contract negotiations.
- **Monitoring:** As a recipient of public funds, all successful applicants who sign a contract with DWD will be required to fully comply with ongoing reporting and monitoring requirements.
- **Meetings:** Meetings shall be held with CCWDB staff and other partners.
• **Certifications and Reservations**: Provision of services specified in this RFP requires substantive knowledge and understanding of the applicable rules and regulations. Recipients of federal, state, or local funding must certify compliance with applicable funding regulations and adhere to applicable definitions described in the Application Instructions & Guidelines. Additional certifications may be required depending on the specific program.

• **Proposal Rejections**: The County, which specifically includes the Board of Commissioners and the CCWDB, reserves the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. The County, which specifically includes the Board of Commissioners and the CCWDB reserves the right to waive any and all technical requirements and informalities, as it deems necessary. No costs associated with the preparation or submittal of the application is reimbursable.

Potential Conflict of Interest during the Selection Process

Some CCWDB members and/or the entities the member represents or is employed by may be eligible to submit a proposal under this RFP.

- If a CCWDB member participates in discussions regarding the creation, review, or release of this RFP, the member and/or the entity s/he represents or is employed by will be disqualified from submitting a proposal or partnering with a lead applicant on a proposal.
- If a CCWDB member or the entity s/he represents or is employed by submits a proposal in response to this RFP, and the CCWDB member subsequently participates in discussion, review, or evaluation of proposals or the award of a contract to a successful applicant, the member and/or the entity s/he represents or is employed by will be disqualified from being awarded the contract under this RFP or partnering with the successful applicant.

*Applicants shall disclose all potential conflicts of interest in their proposal, including but not limited to, relationships with particular training or other service providers, through the Disclosure of Conflict of Interest Form.*

**All Applicants**

A service provider may apply for one, two, or all concurrent elements of this RFP cycle; however, the applicant shall describe in its proposal all firewalls and internal controls within the applicant-service provider entity in regard to competition, oversight, monitoring, and evaluation of the performance of the service provider if selected as contractor.

In the event the same entity is selected to be the One-Stop Operator and Title I Provider, then the selected entity will need to establish clear internal controls and firewalls between the staff serving as the One-Stop Operator and Title I Provider. Firewalls and internal controls shall be shared in writing as part of the proposal. All firewalls and internal controls shall conform to the specifications in WIOA and its regulations and guidance, relevant OMB circulars, and all other federal, state and local regulatory guidance, rules, and regulations.

In the event the successful applicant has been or will be selected to perform more than one (1) of the administrative or programmatic functions (ex. system operator, direct provider), the successful applicant will work with the County and the CCWDB to develop a written agreement to clarify how the successful applicant will carry out its responsibilities regarding these functions while demonstrating compliance with WIOA and its corresponding regulations and guidance, relevant OMB circulars and the State’s workforce system. This may also require state approval.
The successful applicant shall not be permitted to assign the contract. Subcontracting of the contract shall only be permitted to other training providers, as authorized by the County.

Please be advised that the level of funding available is subject to change. All funding is contingent upon the availability of state and federal funds and also upon the continued authorization of the Workforce Innovation and Opportunities Act activities in Chester County. Additionally, please be advised that any applicable budgetary items relating to profit will be negotiated separately at the time of contracting.

**Contract Period**

The anticipated term for the contract(s) that will be awarded from this RFP is July 1, 2024, through June 30, 2025. The submitted budget must be for a single year. At the start of the new program year, and each year thereafter, the contract(s) may be renewed, at the CCWDB and County Commissioners’ sole discretion, for three (3) additional one (1) year periods, up to a cumulative total of four (4) years (hereinafter referred to as the “Renewal Terms”). In the event the CCWDB and the County Commissioners elect, in their sole discretion, to exercise one or more of the renewal terms, the CCWDB and the County Commissioners will advise the successful contractor, in writing, of its intent to utilize a renewal term thirty (30) days prior to the end date of the then current term. Nothing herein shall prohibit the CCWDB and the County Commissioners from conducting an RFP during the term of the contract or any Renewal Term.

In the event of pricing changes due to changes in prevailing costs of labor and materials in the area, the successful contractor may submit a written request for price adjustments in line with these changes for the duration of any Renewal Term(s). Any requested price adjustment shall be received in writing by the CCWDB and the County Commissioners at least 100 days prior to the end of the then current term. The CCWDB and the County Commissioners reserve the right to accept or reject said proposed adjustments.

The successful contractor will be a contractor to the CCWDB and the County Commissioners and as such, will be expected to work closely with the CCWDB staff to assure continuity across administration of all WIOA workforce funds allocated to the County (fiscal agent).