

# EASTERN WASHINGTON PARTNERSHIP

WORKFORCE DEVELOPMENT COUNCIL

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Serving the Counties of

Asotin • Columbia • Ferry • Garfield • Lincoln • Pend Oreille • Stevens • Walla Walla • Whitman

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## REQUEST FOR PROPOSALS

For the period July 1, 2021 – June 30, 2022

Workforce Innovation and Opportunity Act

### ONE STOP OPERATOR

Serving the Eastern Washington Workforce Development Area  
(Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla and Whitman Counties)

Release Date: April 1, 2021

Due Date: May 1, 2021

## **SECTION I: GENERAL INFORMATION**

### **1. PURPOSE OF THE REQUEST FOR PROPOSALS (RFP)**

The Eastern Washington Partnership Workforce Development Council (EWP WDC) is requesting proposals from an organization, or consortium of organizations to fill the role of One-Stop Operator under the Workforce Innovation and Opportunity Act (WIOA) for the Workforce Development Area, comprised of Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, and Whitman Counties. There is one (1) certified one-stop center, branded WorkSource, in the Eastern region, located in Walla Walla County, and one WorkSource Affiliate office located in Stevens County. WorkSource Connection sites are located throughout the nine-county service area. Services in each county are scaled to the relative share of the WIOA, based on WIOA Title IB formula funding.

This RFP is expected to result in one (1) contract awarded to a single successful bidder to perform the One-Stop operator role in the Eastern Washington region. Bidders must serve as the One-Stop Operator for all WorkSource Centers in the region.

The contract period will be July 1, 2021 through June 30, 2022, with the potential additional one year contract periods beyond June 30, 2022, up through June 2025, based on successful performance each prior year, future funding available and other factors.

### **2. ELIGIBLE PROPOSERS**

Proposals will be accepted from any eligible entity, or consortium of entities, as specified in the federal regulations, 20 CFR Section 678.600. One Stop Operators may be a single entity (public, private or non-profit) or a consortium of entities. If a potential consortium of entities seeks to propose, and one of the entities is a one-stop partner, at least two additional one-stop partners must be included in the consortium. The complete list of one stop partners is available on page 11 of the Training Employment and Guidance Letter (TEGL) 16-16. The types of entities that may be a One-Stop operator, and submit a proposal under this RFP include:

- An institution of higher education
- An Employment Service state agency established under the Wagner-Peyser Act
- A community-based organization, non-profit organization, or workforce intermediary
- A private for-profit entity
- A government agency
- A local workforce development board, with approval of the chief elected official and the governor
- Another interested organization or entity, which is capable of carrying out the duties of the One-Stop operator. Examples may include a local chamber of commerce or other business organization, or a labor organization.

The entity serving as the One-Stop Operator that also serves in a different role within the one-stop delivery system must establish and demonstrate sufficient firewalls and conflict of interest policies and

procedures. These policies must be compatible and coordinated with similar EWP policies and procedures and must conform to the specifications of 20 CFR 679.430.

The content of the proposal from successful bidder will become the basis for negotiation of a final contract agreement. Applicants are advised that most documents in possession of EWP are considered public records and are subject to disclosure under the State Public Records Law.

The successful bidder will be required to agree to the EWP Contract General Terms and Conditions, and agree to comply with any policies created by the EWP and any applicable federal or state policies, regulations, or laws. A copy of the General Terms and Conditions for all contracts will be sent to bidders upon request.

### **3. ESTIMATED CONTRACT AMOUNT**

There is a maximum of \$25,000.00 in WIOA Program funds for the One-Stop Operator function during the initial funding period of July 1, 2021 through June 30, 2022. Future funding for the One-Stop Operator will be dependent on future WIOA Program funding.

### **4. GENERAL SUBMISSION INFORMATION**

To be considered for funding, entities must submit a proposal along with other supporting documentation in accordance with the instructions in this RFP. When evaluating a proposal, the EWP WDC will consider how well the respondent has complied with these instructions and provided the required information. The EWP WDC reserves the right to request clarifications from any bidder regarding information in their proposals.

Bidders can contact the EWP WDC by email at [rvalyane@ruralresources.org](mailto:rvalyane@ruralresources.org) during the technical assistance (Q&A) period to request clarification that may be needed to comply with these instructions. Questions are considered public information and will be posted in their entirety on the EWP WDC website with answers within two (2) working days of submission. Questions will be accepted by email only.

Responses to this RFP should be economically prepared, with emphasis on completeness and clarity of content. The proposal, as well as any reference materials presented, must be typed in English in 12-point font and must be on standard 8 ½" by 11" paper with no less than one inch margins.

### **5. TIMELINE**

Release Date	April 1, 2021
Question Deadline	April 15, 2021
Deadline for Submission	May 1, 2021
Workforce Board Approval	May 27, 2021
Formal Award Notification	June 1, 2021
Target Start Date	July 1, 2021

## **SECTION II: EASTERN WASHINGTON PARTNERSHIP WORKFORCE DEVELOPMENT COUNCIL AND SYSTEM PARTNERSHIP OVERVIEW**

### **EASTERN WASHINGTON PARTNERSHIP**

The Eastern Washington Partnership is a Local Workforce Development Board (LWDB) responsible for organizing a comprehensive, region-wide response to the challenges of building a highly skilled workforce in its designated service area, comprised of Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla and Whitman Counties. As defined in the Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, the Council maintains majority private-sector business representation to ensure the voices of local employers, as key customers of the system, inform policy-setting and decision making. The Council works as an equal partner with local elected officials.

This RFP was created in response to the WIOA legislation. WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. Bidders are strongly encouraged to read Training and Employment Guidance Letters (TEGLs) 04-15 and 16-16 change 1 issued by the Department of Labor that outline the vision and operational guidance for the one-stop system under WIOA.

Of particular focus in the legislation are the following three key features:

- Local employer and job seeker needs drive workforce solutions and service delivery.
- Continuous quality improvement is critical for excellent customer service and performance outcomes.
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

Through its authorizing federal legislation, WIOA, the Council, in partnership with local elected officials, is responsible for oversight of the regional workforce development system, including the one-stop service delivery system. The Council provides leadership and vision for the WDC's one-stop system. Centers and any affiliated site(s). Among Council responsibilities particularly applicable to one-stop operations are the following:

- Develop the local workforce plan, in partnership with the designated chief local elected official;
- Conduct workforce research and regional labor market analysis;
- Convene, broker and leverage;
- Business and employer engagement;
- Career pathways development;
- Promote proven and promising practices;
- Negotiation of local performance accountability measures;
- Selection and oversight of One-Stop Operator;
- Budget and administration;
- Assure accessibility for persons with disabilities

The council retains direct responsibility and authority over the above functions, as well as any other functions not specifically assigned to the One-Stop Operator.

In addition to selection of the One-Stop Operator, the Council, through its Quality Assurance Committee, actively monitors local performance and quality measures for the system. A quarterly Workforce System Performance Reports is prepared by the Operator, and forwarded to the full Council membership. The Committee may impose conditions, corrective actions, or provide technical assistance to the Operator based upon its review and analysis of the Workforce System Performance Report.

WIOA envisions a workforce development system designed to ensure that employment and training services available through multiple service providers are integrated through a one-stop delivery system that supports accessible, high quality services for job seekers and businesses.

Eastern Washington Partnership strategically oversees the quality and design of the local workforce development system that accomplishes that vision. The Council, working with local elected officials, oversees a Memorandum of Understanding (MOU) between the Council and workforce development partners regarding the operation and shared costs of the integrated workforce delivery system in the local area.

The Council monitors the development and operation of one-stop centers, known as WorkSource Centers in Washington State. The sites serve as convenient and recognizable public access points to the workforce development system. The full service center is WorkSource Walla Walla.

Services in the WorkSource Center in line with the goals of the WIOA, have fundamental characteristics which:

- Are focused on the customer, while organized to the needs of job seekers, students and other program participants, workers and businesses;
- Are designed so that people can move easily among and between programs and the workplace;
- Meet the needs of learners, including those who have been traditionally under-served in the past due to real or perceived barriers;
- Are coordinated with private sector training programs, public education entities, social and other services, and economic development strategies;
- Rely on accurate and current labor market information so that people acquire the skills and knowledge local employers need to remain competitive and productive and workers with those skills are in demand;
- Provide students and workers with a foundation of basic skills as well as the higher levels of skills and knowledge to equip them to be lifelong learners; and
- Are accountable for results and committed to using outcome measures to continuously improve program and system quality.

## **EWP BOARD STRATEGY FOR PROGRAM AND RESOURCE ALIGNMENT THROUGH ONE-STOP SYSTEM PARTNERSHIP**

WIOA requires service delivery through partnership of (6) core programs: WIOA Title I (Adult, Dislocated Worker and Youth Services), WIOA Title II (Adult Educations and Family Literacy Act), WIOA Title III (Wagner-Peyser Act Employment Service) and WIOA Title IV (Vocational Rehabilitation Program); Temporary Assistance for Needy Families (TANF) and other key partners, including Career and Technical Education (community and technical colleges) and other programs. (Page 11 of TEGL 16-16)

Each of these services were established to fulfill certain purposes for specific populations of customers. In most cases, these purposes and eligible populations are specified by state or federal statute. Rules established by agencies provided greater specificity to guide staff in carrying out their programs. Although these program designs may make sense in and of themselves, when viewed in combination, they often create a confusing array of government services to the customers they are intended to serve. The goal of integration of these programs into the workforce development system is to improve customer access and to better coordinate the delivery of workforce development services. Integration of services requires a partnership among key agencies that are committed to a shared vision of an integrated, customer-focused service delivery system.

The Eastern Washington Partnership has had functional partnerships as envisioned by WIOA in place since 1999.

The value of partnership is achieved when each organization finds it can achieve enhanced performance and customer satisfaction through collaborative efforts and shared processes and systems which allow partners to:

- Share information so that the information becomes system knowledge and is used by all for the benefit of the customer;
- Provide an environment of collegiality which supports a culture of doing whatever it takes to deliver quality services to the customer;
- Promote individual agency goals as goals of the collective so as to create strategies which support each partners, which in turn enhances the performance of each partner;
- Coordinates planning across multiple programs;
- Assists in meeting state and federal mandates to coordinate and collaborate; and
- Provides a learning environment and culture for staff to build and practice new skills.

A partnership-based governance structure is established through an inter-agency, cross-functional, team-based management approach. This governance structure is designed to hold partners accountable to the Council's mission and goals, to empower mid-managers and line staff with decision-making authority for the design and management of the system, and is intended to manage both the performance and continuous quality improvement of the system.

## **KEY EWP DOCUMENTS IDENTIFYING GOALS, VISION AND OPERATING PRINCIPALS**

All bidders are encouraged to review the following documents which further explain EWP's mission, vision, goals and objective, as well as its guidance for WorkSource and partnership as outlined above. All are accessible through the links below, and are located on the EWP website at [www.ewpartnership.org](http://www.ewpartnership.org).

### **A. EWP Regional / Local Workforce Plan**

## **SECTION III: ONE-STOP OPERATOR ROLES AND RESPONSIBILITIES**

### **Background**

The Workforce Innovation and Opportunity Act (WIOA) provides that each local workforce board select, through a competitive procurement process, a One-Stop Operator to perform duties in support of effective operation of the One-Stop system in the designated service area. The role of "Operator" is defined in federal law as "coordinating service delivery of the required one stop partners and service providers". Additional duties may be assigned by the local board, but boards are not required to do so.

Responding to the requirements of WIOA, Eastern Washington Partnership (EWP), the local workforce development board, is initiating this competitive process to select a provider to fill the Operator role. In doing so, EWP is not adding additional duties to the Operator role beyond that defined in law, which is, coordinating service delivery among the required partners and service providers. The EWP has chosen to retain all functions not specifically assigned to the Operator, and its rationale may be helpful information for those interested in applying to fill the role.

The Eastern Washington Partnership has been a strategically strong and engaged local workforce development board throughout its history. The Council, while a strategy-focused board, will maintain its proactive role including assuring market-responsive, quality-driven service delivery through the region's workforce development system and WorkSource Career Centers. The EWP intends to oversee workforce system operations in that fashion with its system partners, and retain all functions authorized local workforce development boards under WIOA. The Operator provides the one-stop center's site-based management.

The Eastern Washington Partnership is comprised of nine counties in Washington from the extreme eastern border of the state, reaching from Canada to Oregon along the Idaho border. The northern counties are mountainous and timbered. The central and southern counties are primarily agricultural. The area is over 14,000 miles in size, approximately 21% of the state, yet only 3% of the state's population resides there. With the smaller population base, despite its broad and multi-jurisdictional reach, its formula share of federal workforce development funds is significantly lower than highly populated areas of the state.

The EWP has taken a proactive role in the development and oversight of a comprehensive integrated service delivery system since implementing WIOA's predecessor legislation, the Workforce Investment Act (WIA). Under WIA, the Council's service delivery design elements were developed and institutionalized within the regional workforce system structure. Those same elements, also found in

WIOA are incorporated into the Council's Current service delivery framework. Through its longstanding oversight of the area's one-stop centers, branded "WorkSource" in Washington State, the EWP and its partners have effectively operated an integrated and aligned workforce development service delivery system.

System performance has been achieved through the Council's strategic vision, policy and guidance, and a robust partnership structure created and fostered by the Council. The EWP is confident the committed work of the partnership will continue under WIOA, without creating an expansive role for the One-Stop Operator. To that end, the EWP looks forward to the opportunities under this RFP to develop new and innovative approaches to system and partnership development and in achieving program targets and service delivery goals.

## **ONE-STOP OPERATOR FUNCTIONS DEFINED**

### **Overview**

The role of the One-Stop Operator is facilitating coordination of service delivery in the one-stop environment among WIOA required partners and service providers. The Operator reports to the EWP Director, who in turn reports to the Board and its committees. The Operator does not have a direct role or relationship with the EWP Board.

The Operator supports the EWP in fulfilling its role in assuring integration of service delivery throughout the system, including: supporting customer referrals and customer access to assessments and services; collection and evaluation of customer feedback; operationalizing system continuous quality improvement goals and supporting system-wide communication.

Under the direction of EWP's Director, the Operator coordinates with partners the provision of consistent and high quality technical assistance and training, fully integrating EWP's policies, operational protocols and quality standards, to ensure WorkSource staff are providing the highest and most consistent quality service to a wide array of job seekers and employer customers.

The Operator will coordinate service delivery among one-stop partners on behalf of the EWP, by performing duties including, but not limited to:

#### **1. Convene and facilitate certain partnership teams and meetings:**

- Convene and facilitate monthly meetings of mandated partners to support the implementation of the Memorandum of Understanding (MOU)
- Develop meeting agendas (in conjunction with EWP staff) and provide meeting notes

#### **2. Performance Management and Reporting:**

- In conjunction with EWP staff, quarterly report on the progress and performance of the partnership across the system to the WDC

- Support the EWP in developing benchmarks to measure a baseline of system performance and continuous improvement, in support of sustaining a culture of customer focus and high performance
  - In conjunction with EWP staff and local Regional Economists, coordinate use of local labor market information in support of a culture of customer focus and high performance
3. **Cultivating and sustaining a culture of customer focus and high performance:**
- The Council, through a variety of instruments previously mentioned, articulates its vision and expectations for a high-performance workforce system, inclusive of WorkSource service delivery locations. The Operator is responsible to instill these values and performance expectations through the WorkSource sites while operationalizing them into effective service delivery structures and strategies.
  - Coordinate one-stop partner services in Center, with guidance from the EWP.
  - Coordinates a formal referral process for services within and outside of the Centers.
  - Coordinates integration and continuous quality improvement initiatives.

## **SECTION IV: PRE-SUBMISSION INQUIRES; SUBMISSION INSTRUCTIONS**

### **1. RFP INQUIRIES, QUESTIONS, AND ANSWERS**

The primary mode of communication between the EWP and potential bidders participating in this RFP will occur through the use of the EWP website, [www.ewpartnership.org](http://www.ewpartnership.org), beginning April 1, 2021. Interested parties may download the Request for Proposals from the website.

All questions must be submitted via email to: Rod Van Alyne, [rvanalyne@ruralresources.org](mailto:rvanalyne@ruralresources.org). It is the bidder's responsibility to check the web page and stay connected and apprised throughout the process. If questions are received, they will be posted to the website. **Questions will not be answered over the phone or in person.**

### **2. SUBMISSION REQUIREMENTS**

Submissions, must be submitted by email to [rvanalyne@ruralresources.org](mailto:rvanalyne@ruralresources.org), by close of business, May 1, 2021, and include all of the following, in the proposals format described in Section I, #4 (proposal format requirements):

- Proposal Cover Page (appendix 1)
- Proposal Written Narrative (see Section V)
- Letters of recommendation or support will **not** be accepted
- All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP
- Any submitted proposal shall remain a valid proposal for 90 days after the closing date of the RFP

## Withdrawals

Any submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the EWP. If a bidder does not withdraw a proposal by the due date, the proposal becomes property of the EWP and may be subject to public disclosure according to the Freedom of Information Act.

## SECTION V: PROPOSAL WRITTEN NARRATIVE, EVALUATION AND SELECTION

### 1. Proposal Written Narrative

The EWP request up to 9 written pages, (1.5 spacing) that address the following:

- A. Describe your organizational capacity and any previous experience with providing the services listed in Section III, One-Stop Operator Roles and Responsibilities. Describe the staff and/or personnel that will be involved in the project. Specify the nature and length of experience you or your organization has working with the EWP or other workforce development agencies and describe how this experience is relevant to the One-Stop Operator Roles and Responsibilities described in this RFP.
- B. Describe your plan and approach for implementing the One-Stop Operator Roles and Responsibilities, Section III. Provide any other information or potential ideas you'd like to add beyond the One-Stop Operator Roles and Responsibilities.
- C. What is your proposed annual cost and estimated time commitment to fulfill all requirements listed in this RFP?

### 2. Proposal Review Criteria

- A. Experience and Personnel (50%)  
The successful bidder must show organizational capacity, including experience in similar activities described in the RFP and working knowledge of Eastern Washington Partnership or other workforce development programs/agencies and with the Eastern Washington Partnership Area (Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Stevens, Walla Walla, and Whitman Counties). Personnel assigned to the contract will be experienced and/or well educated in such endeavors.
- B. Project Approach (40%)  
The successful bidder must propose a plan and approach that will demonstrate an understanding of partnership development and coordination. Knowledge and expertise with utilizing a partnership structure and advising and reporting on improving services will be present.

C. Proposed Fees (10%)

The successful bidder will provide proposed fees and an estimated time commitment which are competitive and reasonable.

**3. Evaluation and Selection Process**

Proposals will undergo the following review:

The Eastern Washington Partnership staff will first review proposals for technical compliance and completeness with the RFP and confirm that all required sections of the RFP are completed, and may prepare a summary of the bidder's qualifying proposal narrative and budget. Non-responsive proposals will not be considered.

Proposals will then be reviewed and rated by an evaluation committee in accordance with published review criteria. Finalists may be interviewed by the committee.

The recommendations of the evaluation committee will be presented to the full Council for approval. All contract awards will be considered provisional, pending receipt of any additional documentation regarding administrative qualifications and/or any other areas of concern and the successful completion of the contract negotiations.

This RFP does not commit the Eastern Washington Partnership to award a contract, to pay any cost in preparation of a proposal in response to this request, or to procure or contract for services or supplies. The EWP reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the Board to do so. Further, all requested amounts are subject to reduction based on final award selections and availability of funds.

**4. Appeals**

Any dispute, claim or protest arising from this procurement shall be made in writing and mailed to the Chair of the Eastern Washington Partnership within five (5) working days of the alleged occurrence. Response to filed disputes, claims and protests shall be made in writing within ten (10) working days of receipt of protests. A hearing shall be convened by the Executive Committee as soon as is practicable and within ten (10) days of the written response, if the Executive Committee determines that a procedural error was made in the selection process or that a violation of federal law or implementing regulations has occurred. Decisions made by the Executive Committee shall be issued in writing within five (5) working days.

## SECTION VI: EWP PROVISIONS AND DISCLAIMERS

1. All solicitations are contingent upon availability of funds.
2. This RFP is for one year and is renewable at the discretion of the Eastern Washington Partnership through June of 2025.
3. EWP reserves the right to accept or reject any or all proposals received.
4. EWP reserves the right to waive minor irregularities in offers received.
5. This RFP does not obligate the EWP to award a contract.
6. The EWP may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
7. The EWP may select a service provider based on initial offers received, without discussion of such offers with bidder. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to the EWP.
8. Proposals should follow the format set forth in the RFP and adhere to the minimum requirements specified therein.
9. The EWP reserves the right to request additional data or oral discussion or documentation in support of written offers.
10. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
11. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to EWP and be subject to disclosure under the Freedom of Information Act.
12. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and EWP staff, and continued availability of WIOA funds.
13. Any changes to the WIOA program, performance measures, funding level, or Board direction may result in a change in contracting. In such instances, EWP will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
14. Proposals submitted for funding consideration must be consistent with, and, if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Washington policies, and EWP policies and procedures.
15. Service providers selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 29 CFR Parts 96, 93, 37.2, and 98; 48 CFR Part 31; Office of Management and Budget (OMB) 2 CFR Part 200 and 2 CFR 2900.
16. Service Providers will be expected to adhere to EWP procedures to collect, verify, and submit data as required and send invoices to EWP at least quarterly..
17. The EWP may decide not to fund part of all of a proposal even though it is found to be in the competitive rand, if, in the opinion of the EWP, the services proposed are not needed, or the costs are higher than the EWP finds reasonable in relation to the overall funds available, or if past management concerns lead the EWP to believe that the bidder has undertaken more services than it can successfully provide.

18. The EWP has a right to fund a lower-ranked proposal over a higher-ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
19. The EWP is required to abide by all WIOA legislation and regulation. Therefore, the EWP reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
20. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.
21. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
22. The contract award will not be final until the EWP and the bidder have executed a mutually satisfactory contractual agreement. The EWP reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final EWP approval of the award and the execution of a contractual agreement between the successful bidder and the EWP.
23. The EWP reserves the right to cancel an award immediately if state or federal regulations or policy makes it necessary to change the purpose or content substantially, or other such prohibitions.
24. The EWP reserves the right to determine the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Submitted bids in excess of the maximum amount of funds specified for this RFP will be rejected.
25. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
26. The EWP reserves the right to reject any or all proposals received and to negotiate with any and all bidders on modifications to proposals.
27. Applicants are advised that most documents in the possession of the EWP are considered public records and subject to disclosure under the State of Washington's Public Records Law.
28. The funding decisions resulting from this RFP are final. The EWP will not give proposal feedback to successful or unsuccessful bidders.
29. All contractors shall obtain annually an organization-wide audit and provide a copy to the EWP. If the organization receives more than \$750,000 annually in federal funding, the audit must comply with standards set forth in OMB 2 CFR20, Subpart F.

## PROPOSAL COVER PAGE

## Eastern Washington Partnership One-Stop Operator Request for Proposal

**A. Application Cover Sheet**

Proposer Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Total Request \_\_\_\_\_

US Dollar Amount

**B. Certification**

I certify that the above named proposer is legally authorized to submit this application requesting funding through the Workforce Innovation and Opportunity Act. The information contained in this proposal fairly represents the proposer's agency, organization, or business and its proposed operating plans. I acknowledge that I have read understand the requirements of the RFP and am prepared to implement services as specified in this proposal. I certify that the proposed program services have been designed in compliance with the RFQ requirements and WIOA regulations. I also certify that I am authorized to sign this proposal. This proposal is firm for a period of at least ninety (90) days from the deadline for RFP submission.

I affirm that no employee and/or Eastern Washington Partnership Council Member or officer of any governmental agency has any financial or other interest in this organization.

I affirm that this organization, if selected as One-Stop Operator through this RFP, will consistently maintain a proactive separation of duties, and avoid all conflicts of interest, between the One-Stop Operator role, and any other role this organization may perform.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Typed Name and Title \_\_\_\_\_