



**Stark Tuscarawas Workforce Development Board
REQUEST FOR PROPOSALS (RFP) for Job Center Operator**

Anticipated Procurement Timeline

The Stark Tuscarawas Workforce Development Board reserves the right to amend the timeline.

Date	Event / Activity
January 21, 2025, at 9:00 a.m. EST	Request for Proposal (RFP) Issue Date ; RFP will be accessible at www.stwdb.org under the Resources tab in the RFP section
January 21, 2025, at 9:00 a.m. EST	RFP Question & Answer Period Opens
January 24, 2025, at 11:00 a.m. EST	Bidder's Conference (prior invitation request needed) via Zoom
January 27, 2025, at 4:00 p.m. EST	Intent to Propose is due via email to rharris@omjwork.com
February 7, 2025, at 4:00 p.m. EST	Last day to submit questions via email regarding RFP
February 19, 2025 at 4:00 p.m. EST	RFP Due Date
February 20, 2025-March 3, 2025	Review of Proposal(s)
March 5, 2025	Proposer Recommendation Presented to Local Elected Officials and Board for Approval
March 10, 2025-May 16, 2025	Negotiations for Sub-Award Agreement
July 1, 2025	Contract Begin Date
June 30, 2026	Contract End Date

Issue Date: January 21, 2025

Proposal Due Date: February 19, 2025, at 4:00 p.m. EST

Submit Proposals To:

Rebecca Harris, Operations Manager
Stark Tuscarawas Workforce Development Board
822 30th Street N.W.,
Canton, OH 44709

Introduction

The State of Ohio has designated Stark and Tuscarawas Counties as a local workforce development area (known as Area 6) in accordance with provisions of the Workforce Innovation and Opportunity Act of 2014 (WIOA).

WIOA was created to provide state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current employees, jobseekers, and employers. WIOA accomplishes this by prescribing:

- A stronger alignment of the workforce, education, and economic development systems; and
- Improving the structure and delivery in the system to assist America’s workers in achieving a family-sustaining wage, while providing America’s employers with the skilled workers they need to compete on a global level.

The chief elected officials of the two counties entered into an intergovernmental agreement and appointed the Workforce Development Board and known as Stark Tuscarawas Workforce Development Board (STWDB).

STWDB includes representatives from the private sector, education, labor, economic development, community-based, and other organizations in its membership roster. The consortium of elected officials and STWDB are responsible for setting policy, determining the vision and mission of the workforce system, developing a strategic plan, and selecting a Job Center (One-Stop Operator) in accordance with WIOA.

The consortium of elected officials and STWDB oversee two Job Centers branded as OhioMeansJobs Stark and Tuscarawas Counties. The comprehensive center (OhioMeansJobs Stark County) is located in Canton, Ohio; the affiliate center (Tuscarawas County) is located in New Philadelphia, Ohio. Individuals can access a variety of services and resources through the centers.

The Job Centers provide access to services and resources to the below listed partner programs.

Job Center (One Stop) Partners
WIOA Title I Adult, Dislocated Worker (Section 131), Youth (Section 126)
WIOA Title II Adult Education & Literacy (206)
WIOA Title III Wagner-Peyser Act (29 USC 49)
WIOA Title IV Rehabilitation Act Title I (29 USC 720 et seq)
WIOA Title V (Older Americans Act) (42 USC 3056) (Senior Community Service Employment Program)
Jobs for Veterans Act (38 USC 41) Disabled Veterans Outreach Program and Local Veterans’ Employment Representatives
Trade Act Title II, Chapter 2 (Trade Adjustment Assistance)
Unemployment Insurance (UI) (5 USC 85)
Social Security Act Title IV-A (42 USC 601. Subject to Subparagraph) (C) Temporary Assistance for Needy Families (TANF)
Carl D. Perkins Vocational and Applied Technology Education Act (20 USC 2301) Post Secondary Vocational Education
Community Services Block Grant Employment & Training Programs (42 USC 9901 et seq)

WIOA Title I YouthBuild (Section 171)
WIOA Title I Migrant & Seasonal Farm Worker Programs (Section 167)
WIOA Title I Job Corps (Section 141)
Reemployment Services and Eligibility Assessment (RESEA) (42 USC 506)
Discretionary grants

Stark Tuscarawas Workforce Development Board (the Board) is seeking proposals from eligible organizations or a consortium of eligible entities to serve as the OhioMeansJobs (aka “One-Stop”) Job Center Operator for Stark and Tuscarawas counties. To learn more about WIOA and the One-Stop Delivery System, please visit these resources:

Workforce Innovation and Opportunity Act – Final Rules and Resources from U.S. Department of Labor – <https://www.dol.gov/agencies/eta/wioa>

Training and Employment Guidance Letter 04-15: Vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act (WIOA) https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=6455

Job Center Operators, by nature of their position, are at the center of local workforce system activities and will have a key role in supporting the regional and local strategic vision. The operator will work with WIOA-funded and other local system partners to ensure a seamless delivery of service to individual and business customers. Focused on customer service and successful outcomes for individuals and businesses, the operator provides guidance and coordinates the service delivery activities of local partners to ensure positive outcomes for customers.

Issue Date: January 21st, 2025, at 9:00 a.m. EST
Proposal Due Date: February 19, 2025, at 4:00 p.m. EST

Notice of Intent to Propose

Proposers must notify the Stark Tuscarawas Workforce Development Board (STWDB) if they intend to propose so that any changes to the RFP resulting from state guidance can be passed on to the proposers. Submit the Notice of Intent to Propose via e-mail to rharris@omjwork.com and put “**Notice of Intent to Propose**” in the subject line by **Monday, January 27th, 2025 at 4:00 p.m. EST.**

Proposal Due Date

Proposals must be RECEIVED (not just postmarked) by **4:00 p.m. EST Wednesday, February 19th, 2025.**

Send proposals to:

Rebecca Harris
 Operations Manager
 Stark Tuscarawas Workforce Development Board
 822 - 30th St NW
 Canton, OH 44709

Bidder’s Conference

A Bidder’s conference will be held on **Friday, January 24th, 2025, at 11:00 a.m. EST.**, by Zoom conference. Parties interested in attending the proposal conference should send an email to rharris@omjwork.com with “**Job Center Operator RFP Invitation Request**” in the subject line to receive an invitation to the presentation. The purpose of the conference is to provide technical assistance to potential service providers so that each may appropriately respond to the RFP. Attendance at a proposal conference is recommended but not required.

Contract Period

The funding period for the contract awarded from this RFP will be from July 1, 2025 – June 30, 2026, provided that performance remains acceptable during that period. The board will evaluate the contractor's performance. Any contract awarded from this RFP will include an option to renew for up to three (3) additional one-year periods, contingent upon successful performance. Contract activities will begin on July 1, 2025.

Right to Cancel

The Board reserves the right to delay, amend, reissue, or cancel, all or any part of this RFP at any time without prior notice. The Board also reserves the right to modify the RFP process and timeline as deemed necessary.

Level of Board Oversight

The Board has discretion to determine the level of authority given to the operator with respect to administrative and operational functions. The level of local Board involvement will be a combination of both advisory and active roles determined by activity or function. The Board will require a clause in the resulting contract regarding key personnel in that any person identified as critical to the success of the project may not be removed without reasonable notice to the Board.

Fiscal Responsibilities

Any fiscal responsibilities will solely be those of the Board's Fiscal Agent. Examples of fiscal responsibilities include:

- Tracking and managing the costs of the OhioMeansJobs Centers.
- Quarterly budget reconciliations of costs under the OhioMeansJobs center MOU agreement.
- Making routine purchases of supplies and services for the OhioMeansJobs Centers.
- Approving invoices for OhioMeansJobs Center costs.

Limitations

This RFP does not commit the STWDB to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The STWDB reserves the right to make an award to any proposer or to make no awards, if that is deemed to serve the best interests of the STWDB and workforce area.

Disclosures

RFP Proposers should note that the contents of their response to this RFP, or other information submitted to the STWDB are subject to public disclosure upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

RFP Questions / Clarification Opportunity

Proposers may ask clarifying questions regarding this RFP during the "Question & Answer" period as outlined in the Anticipated Request for Proposal Timeline.

Questions should be directed to rharris@omjwork.com with the subject line: "**Job Center Operator Question and Answer.**" All questions must be in writing and received by Friday, February 7, 2025, at 4:00 p.m. EST. The STWDB will not respond to any questions submitted after 4:00 p.m. EST on February 7, 2025, when the "Question & Answer" period closes.

Question & Answers will be posted and available on the www.stwdb.org website under the Resources tab in the RFP section. It is the responsibility of all proposers to be aware of and to check this site on a regular basis for responses to questions.

Communication Prohibitions

From the issuance date of this RFP until an actual contract is awarded, there may be no communications concerning the RFP between any proposer that expects to submit a proposal and any employee of the Board, or any Board member, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of the contractor.

The only exceptions to this prohibition are as follows:

- Communications conducted pursuant to the Q&A Period.
- As necessary in any pre-existing or on-going business relationship between the Board and any proposer in response to this RFP.
- As part of any proposer interview process or proposal clarification process initiated by the Board, which the Board deems necessary in order to make a final selection.
- Any Public Records Request (PRR) made through the Board Office.

Any attempts at prohibited communications by proposers may result in the disqualification of those their proposals.

The STWDB is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source other than the Q&A process described in this RFP.

Evaluation

Proposals will be evaluated per the criteria outlined in this solicitation and only in accordance with the written material submitted by the proposer.

Signatures

All pages requiring a signature must be signed in blue ink by a person authorized to commit the proposer to a future agreement.

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1. Background Information

a. Purpose

The purpose of this request for proposal is to procure an individual or organization to serve as the Job Center Operator. Selection will be based on cost of service, ability to meet the needs of the area, demonstrated knowledge and expertise, and history of results.

b. Area Information

Local Workforce Area 6 is comprised of Stark and Tuscarawas Counties in northeast Ohio.

The physical job centers, branded in Ohio as OhioMeansJobs and the county name, are located at:

OhioMeansJobs Stark County (comprehensive center)
822 30th Street NW, Canton, OH 44709

OhioMeansJobs Tuscarawas County (affiliate center)
1260 Monroe Street, New Philadelphia, OH 44663

The centers have additionally created a presence in the community through various access point locations. Access points provide a means of meeting people where they are to access assistance during scheduled location visits.

Proposers should become knowledgeable of the workforce area and its economic needs and priorities, with this knowledge being clearly and specifically addressed in their response. Priority will be given to proposers with an established reputation and strong local connections, enabling them to build alliances or demonstrate the ability to establish such partnerships if awarded the contract.

c. Job Center Operator Responsibilities

Job Center Operator responsibilities include, but are not limited to:

- Coordinate service delivery among partners as defined in the Memorandum of Understanding;
- Coordinate service delivery among physical OhioMeansJobs centers through electronic sites and access points;
- Ensure seamless service delivery across the local area workforce development system;
- Implement STWDB policies; and
- Reporting to the STWDB on Job Center operations, performance accountability, and continuous improvements

d. Type of Contract

The STWDB will enter into a cost-reimbursement agreement with the organization to serve as the Job Center Operator.

e. Eligible Entities

Organizations or entities (public, private, or nonprofit) or consortium of entities, located in and provide services in the local area, which may include:

- An institution of higher education
- An employment service State agency established under the Wagner-Peyser Act
- A community-based organization, nonprofit organization, or intermediary

- A private, for-profit entity
- A government agency
- Another interested organization or entity capable of carrying out the duties of the operator. Examples of such entities include a local chamber of commerce or other business organization, or a labor organization.

If a consortium is comprised of job center partners, there must be at minimum, three (3) job center partners included.

Exception: Elementary schools and secondary schools shall not be eligible for designation or certification as job center (one-stop) operators, except that nontraditional public secondary schools and area career and technical education schools may be eligible for such designation or certification.

f. Funding Levels

It is estimated that up to \$50,000 for July 1, 2025 – June 30, 2026, will be available for Operator services. These funds will be used for staffing costs related to the coordination and integration of all OhioMeansJobs Job Center Operator services.

g. Subcontracts

Any subcontracting not specifically specified in the proposal or in the contract must have STWDB approval. In the proposers’ background and qualifications, clearly specify what background and qualifications describe the proposer, and which are pertinent to the subcontractor.

h. Proposal Review and Contract Award

Proposals will be initially reviewed for technical responsiveness by the Operations Manager. Responsive proposals will be forwarded to the proposal review team for rating and ranking. This team will prepare a proposal rating summary for review by the full STWDB. Top proposers may be invited for interviews or oral presentations. Final award of a contract will be contingent upon:

- Successful negotiation of the contract,
- Acceptance by the proposer of contract terms and conditions, and
- Satisfactory verification of past performance and financial systems.

2. Technical Requirements for Submission

Proposers must submit one original physical copy (signatures in blue ink), and 5 physical copies, and one **electronic copy (saved on a USB flash drive)**. The original must be stamped or marked as such. No faxed or email copies will be accepted. The proposer is responsible for ensuring the proposals reach the office by 4:00 pm EST on Wednesday, February 19th, 2025.

The electronic copy must include all components of the proposal, including any required or voluntary attachments to it, as well as the budget form and identified budgetary items that are necessary to complete the requested services. The file(s) on the USB flash drive must be named clearly, representing what is contained within the file(s).

The USB flash drive must be placed in an envelope that is clearly marked with the Proposer’s name and “Area 6 Job Center Operator RFP”. The Board will utilize the requested electronic copy for archiving purposes and for fulfillment of Public Records Requests.

Please submit proposals to:
Rebecca Harris, Operations Manager
Stark Tuscarawas Workforce Development Board
822 – 30th Street NW
Canton, OH 44709

- Commercial delivery service (FedEx, UPS, etc.) and hand delivery are acceptable in addition to regular U.S. Mail. The proposer is responsible for ensuring the original and copies are RECEIVED by the due date, not merely postmarked.
- Proposals must be typed in no smaller than 11-point font with no smaller than one-inch margins.
- Pages must be numbered sequentially in the lower right-hand corner with the Proposal Summary page as Page 1 of ___.
- All copies must be single sided. You may use three ring binders. Do not use non-recyclable or non-re-useable materials such as plastic report covers, plastic dividers, or vinyl sleeves. Materials should be submitted in a format that allows for easy removal and recycling of paper materials.
- Proposals must be organized in the following order:
 - Proposal summary page –shown as Attachment A of this document.
 - Table of Contents
 - Response items - Section 3(a)(i)-3(a)(iii)
 - Budget Narrative - Section 3(a)(iv)
 - Budget Estimate – shown as Attachment B of this document.
 - Assurance and Certifications – shown as Attachments C-G of this document.
- All travel and other contract related expenses associated with the submission of this proposal to the RFP are borne by the proposer.
- All responses, inquiries, or correspondence relating to or about the RFP and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the proposer shall become the property of the STWDB when received.

3. Response Items

- a. All responses should be as concise, clear, and to the point as possible. Excessive text may obscure the proposal and impact evaluation. Please observe individual page limits noted below.
 - i. **Proposer's Background**
Describe the proposer's background, including:
 1. Mission Statement
 2. Incorporation status and where incorporated.
 3. Website address, if applicable.
 4. Number of years in business and brief history of the proposer. (1 page)
 5. Examples of types of contracts the proposer has previously entered in the last five years, including type of contracting entity, location of the work, general types of services provided, and value of awarded contracts (in dollars). (2 pages)
 6. Provide a copy of the proposer's most recent audit report.
 7. Estimate what percentage of your overall organization's work would be represented by this contract.
 8. If the entity has previously oversaw delivery of WIOA service contracts, provide performance data for the most recent two program years and most recent program monitoring report.

ii. Proposer's Qualifications

1. Describe the proposer's familiarity with the regional economy, workforce ecosystem and workforce needs in northeast Ohio/local workforce area. Responses demonstrate the proposer's understanding of the workforce and economic needs of the local area (no more than two pages).
2. Describe the proposer's experience in convening community-based organizations and not-for-profit service providers (no more than 2 pages). Describe the results achieved in this work (no more than 1 page).
3. Describe any other major workforce development achievements outside of WIOA federal performance standards. Include achievements both within WIOA, as well as non-WIOA achievements in workforce development (no more than one page).
4. Identify the staff that will be assigned to this contract.
5. Provide an organizational chart.
6. Indicate what the role(s)/title(s) will be of the assigned staff in this contract. If the assigned staff maintain other organizational roles/functions, indicate the percentage of time each staff person(s) will devote to the Job Center Operator role.
7. Provide a background summary of the assigned staff and their experience. This should include the following as appropriate to each person's planned duties under this contract (no more than 3 pages):
 - Experience with meeting facilitation
 - Experience in creating partnerships/coalitions and gaining understanding and consensus among diverse groups
 - Advanced knowledge and understanding of WIOA and the Job Center service delivery system partner programs
 - Orientation/onboarding of partner staff to a Job Center/workforce system or other formal coalition/partnership
 - Understanding of economic development principles and practices
 - Knowledge of regional in-demand industry sectors
 - Experience in supervision and staff development
 - Experience in managing/oversight of a data system

iii. Plan of Work

Transition Management

Describe how you will manage the transition, if applicable, from the previous Job Center Operator configuration of workforce services areas into the new configuration. Issues to address include:

- The approach and timetable of transition to include applicable records and files from the previous Job Center Operator
- How you will ensure continuation of services

Information Management and Reporting

The workforce system utilizes required and non-required systems and tools to track individuals and businesses served as well as their satisfaction. Describe how you will (no more than two pages):

- Develop and implement processes to collect, manage, and utilize information within these systems;
- Ensure the timely data entry of universal customers within required systems;

- Ensure the timely referral of universal customers to partner program service providers within a required system(s);
- Provide regular data/reporting to the board from these data systems and tools;
- Utilize information to make decisions that will improve efficiency and effectiveness

Communication and Outreach

The board is responsible for resources that support outreach of the OhioMeansJobs Stark and Tuscarawas County centers as well as any federal and state branding requirements. As Job Center Operator, describe how you will: (no more than 2 pages):

- Communicate and message the OhioMeansJobs centers as employment and training resource hubs and the resources and services available to job seekers and businesses;
- Communicate and message the partner programs and services available through the centers and their respective service providers;
- Evaluate the effectiveness of this strategy;
- Ensure the state and federal branding is utilized properly for all signage and outreach materials;
- Ensure the local OhioMeansJobs center website (www.omjwork.com) is updated for accuracy and follows required guidelines.

Service Integration, Coordination, and Compliance

Describe how you will integrate services and workflow in the OhioMeansJobs Center system that will result in seamless service delivery while maintaining required compliance (no more than 10 pages). Please include:

- Your understanding and vision for “seamless” service delivery, integration, and coordination and how it will be accomplished in a collaborative atmosphere;
- A description and plan of the referral process for individuals to Job Center partners for appropriate services and activities;
- A description of the Job Center (One-Stop) delivery system for Area 6;
- How the Job Center Operator will assist the system in complying with WIOA Section 188 and provisions of the Americans with Disabilities Act of 1990;
- Ensure the centers implement and execute a priority of service for qualifying veterans that complies with the state and local board policy;
- Ensure safety and security protocols are in place;
- Ensure partner staff members are informed about other partner programs and services;
- Ensure center-based and virtual access to partner information/resources is in place and made available;
- How you will manage partner staff communication as well as staff satisfaction;
- How functional supervision for all Job Center staff will be managed;
- How Job Center Operator staff performance appraisal and development plans will be administered;
- How you will determine the physical center’s operational hours and input into where access point locations are scheduled;
- How employer and universal job seeker customer feedback will be solicited and communicated;
- Your approach to continuous improvement; and
- How you will benchmark the practices of the OhioMeansJobs Center system.

References

Provide three (3) references. Include the following:

- Name of organization, name of contact person, address, phone number, e-mail address

iv. Budget and Cost Information (Specify the cost for the Job Center Operator)**Budget Narrative**

1. Provide the hourly rate of pay or annual salary for the person(s) assigned to this contract and the estimated percentage of their time devoted to performing work as the Job Center Operator. Also, indicate the number of hours or days of vacation that each person(s) is permitted.
2. Indicate the benefit percentage and what benefits are included for each person(s).
3. Explain travel estimate, including purpose for travel (national conferences, seminars, statewide meetings, local meetings, staff development).
4. Explain estimate for memberships and subscriptions.

Budget Estimate

Document costs on the Budget Estimate (Attachment B) included in the following section.

v. Assurances and Certifications

Complete and sign the assurances and certifications on the following pages and include them with your submission. Attachments C - G

4. Review Criteria

Technical Review	Yes/No
Proposer submitted one original copy (signatures in blue ink) and 5 copies. The original was stamped or marked as such.	
The submission was typed in 11-point font or larger, with no smaller than 1-inch margins.	
All copies were single sided and numbered sequentially in the lower right-hand corner.	
The proposed eliminated the use of non-recyclable or non-reusable materials other than three ring binders.	
The USB flash drive is placed in an envelope that is clearly marked with the Proposer’s name and “Area 6 Job Center Operator RFP”	
Materials were submitted in a format that allows for easy removal and recycling of paper materials.	
The submission was in the proper order: Proposal summary page; Table of contents; Response items (body of proposal, consistent with Section III of this solicitation); Budget Estimate and Budget Narrative; Assurances and Certifications.	
The Proposal is considered responsive and can be passed to the Review Team for scoring.	

If the proposal was not responsive, the Operations Manager will identify the reasons and include the information in the Review Team’s final recommendation to the STWDB.

Proposal Scoring – Job Center Operator	Points (A)	Weight (B)	Maximum Score (AxB)
Proposer’s Background and Qualifications	10	25	250
Score is determined by how thoroughly the proposer addresses all response items and demonstrates that they are a reliable and well-established organization. If the organization has previously oversaw delivery of WIOA services, proposer reported excellent outcomes		25	
Transition Management	10	10	100
Score is based on the adequacy of the response to all instruction items, the strength of the proposed approach, the inclusion of innovative ideas, and the proposer’s understanding of the work, timelines, and requirements needed to ensure compliance, performance, and integrity		10	
Information Management and Reporting	10	10	100
Score is based on the adequacy of the response to all instruction items, the strength of the proposed approach, the inclusion of innovative ideas, and the proposer’s understanding of the work, timelines, and requirements needed to ensure compliance, performance, and integrity		10	
Communication and Outreach	10	10	100
Score is based on the adequacy of the response to all instruction items, the strength of the proposed approach, the inclusion of innovative ideas, and the proposer’s understanding of the work, timelines, and requirements needed to ensure compliance, performance, and integrity.		10	
Service Integration, Coordination, and Compliance	10	25	250

Score is based on the adequacy of the response to all instruction items, the strength of the proposed approach, the inclusion of innovative ideas, and the proposer's understanding of the work, timelines, and requirements needed to ensure compliance, performance, and integrity.		25	
Budget	10	20	200
Score is determined by the reasonableness of the budget in relation to the proposed scope of work, as well as the clarity, thoroughness, and logic of the budget narrative.		20	
Total Possible	60	100	1000
Actual Proposal Score	/1000		

5. Forms

Attachment A
Proposal Summary

Proposer's Name: _

Address: __

Contact Person: _

E-mail Address: _

Phone Number: _

Fax Number: _

Federal Employer Identification Number (FEIN): _____

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Attachment B

Budget Estimate

Insert Table that includes the following items:

Job Center Operator Staff

Fringe benefits

 Total Staff

Staff development and travel

Dues, memberships, publications, etc.

 Total Other

Total Budget

Attachment C

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The proposer certifies, to the best of its knowledge and belief, that it and its principals:

1. Debarment and Suspension

- Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency.

2. Criminal and Civil Convictions

- Have not, within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for:
 - Commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction.
 - Violation of federal or state antitrust statutes.
 - Embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property.

3. Current Charges

- Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses listed above.

4. Terminations for Cause

- Have not, within a three-year period preceding this application/proposal, had one or more public transactions (federal, state, or local) terminated for cause or default.

Explanation Requirement

If the prospective primary participant is unable to certify any of the statements above, they must submit a detailed written explanation to the board.

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Attachment D
Non-Collusion Affidavit

Stark Tuscarawas Workforce Development Board, Area 6 State of Ohio

I, the undersigned, being duly authorized to represent the respondent, hereby affirm and certify under oath that:

1. The respondent has not, directly, or indirectly, entered into any arrangement, agreement, or understanding with any other respondent, officer, or employee of the Workforce Development Board (WDB) to pay or offer anything of value as an inducement to influence the acceptance of this response or the awarding of a contract.
2. The respondent has not, directly, or indirectly, entered into any agreement or understanding with any other respondent(s) that would lessen or restrict free and open competition in the bidding process.
3. No inducements, other than those clearly stated within the submitted response, have been, or will be made to any person to influence the consideration or acceptance of this response.
4. The respondent has no agreement or understanding with any individual or entity to share in the proceeds of the awarded contract or to pay, deliver, or otherwise transfer any portion of such proceeds to another party.
5. The information provided in this affidavit is true, complete, and accurate to the best of my knowledge and belief.

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Subscribed and sworn to me this day of
Notary Public:
County of:
Commission Expiration Date:

Attachment E

Drug Free Workplace Certification

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85. Subpart F. The regulations, published in the January 31, 1989 Federal Register, require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the Contracting entity determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR Part 85, Sections 85.615 and 85.620).

1. The contractor certifies that it will provide a drug-free workplace by:
 - a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace
 - b. The grantees policy of maintaining a drug-free workplace
 - c. Any available drug counseling, rehabilitation, and employee assistance programs and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph:
 - a. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will:
 - i. abide by the terms of the statement; and
 - ii. notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - b. Notifying the contracting entity within ten days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction;
 - c. Taking one of the following actions, within 30 days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted;
 - d. Taking appropriate personnel action against such an employee, up to and including termination; or
 - e. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or Local health, Law enforcement, or other appropriate agency;
 - f. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (1), (2), (3), (4), (5), and (6)

Attachment E (continued)
Drug Free Workplace Certification

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Attachment F
Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant or Federal loan, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant or loan.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant or loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the Award documents for all sub-awards at all tiers (including contracts, subcontracts, and sub-grants under grants and loans) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Attachment G

Assurance of Non-Discrimination and Equal Opportunity

The proposer assures and certifies that it will conduct its business in accordance with provisions of the following laws, as they may apply:

- **Titles VI and VII of the Civil Rights Act of 1964**, as amended; prohibiting discrimination on the basis of race, color, religion, sex, or national origin.
- **Section 504 of the Rehabilitation Act of 1973**, as amended; prohibiting discrimination on the basis of disability.
- **Title IX of the Education Amendments of 1972**, as amended; prohibiting discrimination on the basis of sex.
- **The Age Discrimination Act of 1975**, as amended; prohibiting discrimination on the basis of age.
- **The Americans with Disabilities Act of 1990**, as amended; prohibiting discrimination on the basis of disability.
- **The Drug Abuse Office and Treatment Act of 1972**, as amended; relating to nondiscrimination on the basis of drug abuse.
- **The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970**, as amended; relating to nondiscrimination on the basis of alcohol abuse or alcoholism.
- **Sections 523 and 527 of the Public Health Service Act of 1912**, as amended; relating to confidentiality of alcohol and drug abuse patient records.
- **Title VIII of the Civil Rights Act of 1968**, as amended; relating to nondiscrimination in the sale, rental, or financing of homes.
- **Non-Traditional Employment for Women Act of 1991**, as amended; promoting the employment and nondiscrimination of women in occupations where they represent 25% or less of total employment.

Additionally, the proposer assures compliance with all applicable rules and regulations promulgated under these laws.

During the performance of any contract executed as a result of this request, the proposer will not deny any benefits under a contract to any person and will not discriminate against any employee or applicant for employment based on race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), national origin, age, physical or mental disability, sexual orientation, gender identity, genetic information, political affiliation or belief, or any other status protected by applicable federal, state, or local laws.

The proposer shall ensure compliance with:

- **Executive Order 11246 (as amended):** requiring affirmative action to ensure equal opportunity for all persons without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- The equal opportunity clause required in **41 CFR §60-1.4(a)**.

The proposer further commits to ensuring accessibility in digital and physical spaces in compliance with Section 508 of the Rehabilitation Act and the Web Content Accessibility Guidelines (WCAG), as applicable.

Printed Name/Title of Authorized Representative:

Authorized Signature:

Date: