

Stark Tuscarawas Workforce Development Board



REQUEST FOR PROPOSALS (RFP)

Pathway Home 6 Workforce Service Provider

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SECTION 1: ANTICIPATED PROCUREMENT TIMELINE

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

Date	Event / Activity
July 31, 2025, at 10:00 a.m. EST	Request for Proposal (RFP) Issue Date; RFP will be accessible at www.stwdb.org/request-for-proposals/ . RFP Question & Answer period begins.
August 7, 2025, by 4:00 p.m. EST	RFP Question & Answers submission deadline. Questions must be emailed to board@omjwork.com .
August 14, 2025, at 4:00 p.m. EST	Intent to Propose is due via email to board@omjwork.com .
August 21, 2025 by 3:00 p.m. EST	RFP Due Date
August 21, 2025- August 26, 2025	Review of Proposal(s)
August 26, 2025 by 3:00 p.m. EST	Proposer Recommendation Presented to Local Elected Officials and Board for Approval.
August 27, 2025 by 3:00 p.m. EST	Selection communicated with selected service provider via email.
August 28, 2025 by 3:00 p.m. EST	REQUIRED: Contract Meeting with selected service provider.
August 29, 2025 by 3:00 p.m. EST	Pre-Award Agreement to be signed by selected service provider.
September 1, 2025	Contract Begin Date
September 9-11, 2025	REQUIRED: In-Person Orientation in Milwaukee, WI for identified service provider staff.
December 31, 2028	Contract End Date

Issue Date: July 31, 2025, at 10:00 a.m. EST

Proposal Due Date: August 21, 2025 by 3:00 p.m. EST

Submit Proposals Via Email To: board@omjwork.com

SECTION 2: INTRODUCTION

Overview

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 provides the framework for state and local workforce systems to collaborate across education, economic development, and human services to meet the evolving needs of workers and businesses. Through this framework, Stark Tuscarawas Workforce Development Board (STWDB) works to:

- Strengthen the alignment of workforce, education, and economic development systems;
- Improve service delivery to help individuals achieve sustainable employment and support employers in accessing a skilled workforce.

STWDB is governed by a consortium of chief elected officials from Stark and Tuscarawas Counties and a diverse board representing private industry, education, labor, economic development, and community-based organizations. Together, they set policy, develop strategic plans, and oversee the implementation of workforce initiatives in the region.

As part of its mission to support reentry and reduce recidivism, STWDB is seeking proposals from qualified organizations or consortia to implement the Pathway Home 6 program. Funded through a discretionary grant from the U.S. Department of Labor (DOL), Pathway Home 6 supports the delivery of pre- and post-release employment services to individuals currently incarcerated in state correctional facilities, with the goal of improving their transition back into the community and the workforce. STWDB is a subrecipient for Pathway Home 6, led by the grantee, Midwest Urban Strategies (MUS).

This initiative will leverage the existing infrastructure of the local workforce system, including the OhioMeansJobs Centers in Stark and Tuscarawas Counties, to provide coordinated, evidence-based services. The comprehensive center is located in Canton, Ohio, and the affiliate center is in New Philadelphia, Ohio. These centers serve as access points for a wide range of workforce and supportive services, including those funded under WIOA Titles I–IV and other federal and state programs.

The selected provider will be expected to collaborate with correctional institutions, community partners, and workforce system stakeholders to deliver a seamless continuum of services that begin pre-release and continue post-release. These services may include career exploration, job readiness training, occupational skills training, case management, and job placement assistance.

To learn more about WIOA and the Pathway Home initiative, please visit:

- Workforce Innovation and Opportunity Act – Final Rules and Resources from U.S. Department of Labor (DOL) – <https://www.dol.gov/agencies/eta/wioa>
- Pathway Home Grant Program Overview – <https://www.dol.gov/agencies/eta/grants/apply/find-opportunities>

Issue Date: July 31, 2025, at 10:00 a.m. EST

Proposal Due Date: August 21, 2025 by 3:00 p.m. EST

SECTION 3: IMPORTANT INFORMATION

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 federal guidance can be passed on to the proposers. Submit the Notice of Intent to Propose via e-mail to board@omjwork.com and put “**Pathway Home 6 RFP - Notice of Intent to Propose - [your organization name]**” in the subject line by August 14, 2025, at 4:00 p.m. EST.

Proposal Due Date

Proposals must be RECEIVED by **3:00 p.m. EST Thursday, August 21st, 2025.**

Send proposals via email to board@omjwork.com.

Contract Period

The funding period for the contract awarded from this RFP will be from September 1, 2025 – December 31, 2028. The contract may be renegotiated by STWDB at any time, depending upon the overall performance of the selected service provider and/or funding availability.

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 selected service provider 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.

Limitations

This RFP does not commit the STWDB 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 beginning on the issue date (July 31, 2025 at 10:00am EST) until August 7, 2025, by 4:00 p.m. EST as outlined in the Anticipated Request for Proposal Timeline.

Questions should be directed to board@omjwork.com with the subject line: “**PH6 RFP Question and Answer.**” All questions must be in writing and received by Thursday, August 7, 2025, by 4:00 p.m. EST. The STWDB will not respond to any questions submitted after 4:00 p.m. EST on August 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 service provider.

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 include a scanned written signature by a person authorized to commit the proposer to a future agreement. Digital or electronic signatures (e.g., DocuSign, typed names, or e-signature tools) will not be accepted.

SECTION 4: BACKGROUND INFORMATION

a. Purpose

The purpose of this Request for Proposal (RFP) is to select an organization to serve as the Workforce Services Provider for the Pathway Home 6 grant activities, administered by the Stark Tuscarawas Workforce Development Board (STWDB). The selected provider will operate as a contracted service provider under the U.S. Department of Labor's Pathway Home 6 grant, awarded to Midwest Urban Strategies and sub awarded to Stark Tuscarawas Workforce Development Board (STWDB).

The selection will be based on:

- Cost-effectiveness of proposed services
- Capacity to meet the needs of Stark and Tuscarawas Counties
- Demonstrated expertise and understanding of workforce development and reentry services
- Proven track record of achieving measurable outcomes

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

In addition to these centers, the workforce system maintains a network of community access points to extend services into neighborhoods and meet individuals where they are. These access points offer scheduled support and outreach, increasing accessibility for underserved populations.

A key partner in the Pathway Home 6 initiative is the Stark Regional Community Correction Center (SRCCC), a state-funded community-based correctional facility located in Stark County. SRCCC provides residential programming for individuals transitioning from incarceration and returning to Stark, Tuscarawas, Holmes, and Wayne counties. SRCCC will serve as the primary pre-release service site for this grant. Workforce services will begin at SRCCC and continue post-release at non-SRCCC locations.

Proposers are expected to demonstrate a strong understanding of the local workforce landscape, including the economic priorities, labor market trends, and reentry challenges specific to Stark and Tuscarawas Counties. Priority will be given to organizations with:

- A proven track record of service delivery in the region
- Established relationships with local employers, training providers, and justice system partners
- The ability to build or strengthen partnerships that support successful reentry and employment outcomes

c. Type of Contract

The STWDB will enter into a cost-reimbursement agreement with the organization to serve as the Pathway Home 6 Workforce Services Provider.

d. 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:

- Public agencies (e.g., county departments, educational service centers)
- Private non-profit organizations
- Private for-profit entities

- Educational institutions, including:
 - Community colleges
 - Universities
 - Career and technical schools
- Community-based organizations
- Labor organizations
- Faith-based organizations
- Workforce intermediaries and sector partnerships
- Government entities, including state and local agencies

Minimum Requirements

All proposers must meet the following standards:

- Demonstrated Capacity and Experience
 - Proven ability to deliver workforce development or reentry services
 - Experience working with justice-involved populations or similar high-barrier groups
 - Ability to operate within correctional settings and community-based environments
- Compliance with Federal Regulations
 - Adherence to WIOA Section 188 (nondiscrimination and equal opportunity)
 - Compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements)
- Performance Accountability
 - Ability to meet or exceed WIOA performance indicators
 - Capacity to collect, manage, and report data on participant outcomes
 - Commitment to continuous improvement and evidence-based practices
- Procurement and Contracting Standards
 - Must be selected through a competitive procurement process
 - Contracts will be performance-based and subject to monitoring and evaluation
- Alignment with Local Workforce Plans
 - Services must support the strategic goals of STWDB and Midwest Urban Strategies
 - Providers must demonstrate ability to collaborate with OhioMeansJobs Centers, SRCCC, employers, supportive services partners, and other system partners

Evaluation Considerations

Priority will be given to proposers who:

- Have an established presence in Stark and/or Tuscarawas Counties
- Demonstrate strong local partnerships and community engagement
- Offer culturally competent, trauma-informed services
- Present a cost-effective and scalable service model
- Show a history of achieving measurable outcomes in workforce or reentry programs

e. Funding Levels

It is estimated that up to **\$427,082.55** for the contract period will be available for Workforce Service Delivery. These funds are segmented to ensure the needs of the program and spending guidelines of the grant are met.

Category	Grant Period Maximum Amount (USD)	Description
Contracted Services & Local Travel	Up to \$317,137.00	Direct service delivery including staffing, training, case management, and coordination and anticipated travel within Stark and Tuscarawas counties for service delivery and coordination.
Supportive Services	Up to \$49,375.00	Funds to support participant needs such as housing, transportation, legal aid, and healthcare. Note: These funds are limited to a percentage of the subrecipient budget per DOL.
Participant Incentives	Up to \$13,000.00	Incentives for program milestones. Note: These funds are limited to a percentage of the subrecipient budget per DOL.
Indirect Costs	Up to \$47,570.55	Administrative and overhead costs based on the current de minimis rate or service provider's federally negotiated indirect cost rate.
Total Contract Value	Up to \$427,082.55	

f. 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.

g. Proposal Review and Contract Award –

Proposals will be initially reviewed for technical responsiveness by the Operations Manager or Assistant Director. 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.

SECTION 5: STATEMENT OF WORK

Statement of Work for Workforce Service Provider

Project Title: Pathway Home 6 – Stark Tuscarawas Workforce Development Board

Oversight: Stark Tuscarawas Workforce Development Board

Grant Period: July 1, 2025 – December 31, 2028

General Grant Timeline:

- July 1, 2025 – December 31, 2028 Planning, Preparation, & Training Period
- January 1, 2026 – December 31, 2027 Active Enrollment & Programming
- January 1, 2028 – December 31, 2028 Follow Up Period, Grant Wrap Up

Purpose

The Workforce Service Provider will deliver comprehensive pre- and post-release workforce development services to 125 enrolled, eligible individuals incarcerated at the Stark Regional Community Correction Center (SRCCC), supporting their reintegration into society and employment readiness.

Key Responsibilities

1. Pre-Release Services

- Collaborate with SRCCC and STWDB to identify and assess eligible participants.
- Conduct outreach, orientation, and distribute program materials.
- Administer assessments (such as IRES, ACE, LSI-CM) to determine criminogenic risk and job readiness.
- Develop Individual Development Plans (IDPs) and Individual Employment Plans (IEPs).
- Deliver:
 - Life skills training (minimum 20 hours)
 - Job readiness training (minimum 40 hours)
 - Academic counseling around ABE/HSE/GED services
 - Vocational training aligned with labor market needs
- Coordinate discharge planning and pre-release reviews with DOC staff.

2. Post-Release Services

- Meet participants within 72 hours of release to review conditions and update IEPs.
- Provide:
 - Occupational skills training and apprenticeships
 - Employment placement within 30 days of release
 - Supportive services (housing, transportation, health care, legal aid, etc.)
 - Weekly case management meetings for the first 30 days, then monthly
- Maintain consistent case management from pre-release through follow-up.

3. Follow-Up Services

- Provide 12 months of individualized follow-up post-program exit.
- Monitor employment status, credential attainment, and continued education/training.
- Maintain contact via calls, texts, social media, and in-person meetings.
- Engage life coaches with lived experience to support participants.

4. Performance Metrics

- Enroll and serve 125 participants.

- Meet WIOA performance goals:
 - Employment Rate Q2 After Exit: 55%
 - Employment Rate Q4 After Exit: 45%
 - Median Earnings Q2 After Exit: \$6,000
 - Credential Attainment: 60%
 - Measurable Skills Gains: 65%
 - Recidivism Rate: <33%

5. Reporting & Data Management

- Use Ficity Next Gen system for case management and reporting.
- Submit monthly reports to STWDB and Midwest Urban Strategies (MUS) on:
 - Enrollment
 - Participant progress
 - Outcomes and challenges
- Participate in quarterly stakeholder meetings and monthly conference calls.
- Ensure data integrity and compliance with DOL reporting standards.

6. Staffing & Coordination

- Assign dedicated Case Managers for pre- and post-release services.
- Coordinate with STWDB's Program Manager for oversight and performance monitoring.

7. MUS-Directed Training & Professional Development

The Workforce Service Provider must:

- Participate in all MUS-led trainings, technical assistance, and coaching sessions.
- Complete onboarding and professional development activities including:
 - Inmates' Hierarchy of Needs model
 - Corrections cultural competency
 - Client-focused case management
 - Self-care for front-line staff
- Attend bi-annual convenings hosted by Midwest Urban Strategies (MUS).
- Implement standardized case management practices as trained.
- Engage in continuous improvement activities based on MUS performance reviews and feedback.

8. Supportive Services Coordination

- Actively collaborate with supportive services partners throughout Stark and Tuscarawas counties.
- Coordinate referrals and service delivery with partners including, but not limited to:
 - **Housing:** Stark Metropolitan Housing Authority (SMHA), Tuscarawas Metropolitan Housing Authority (TMHA)
 - **Legal Aid:** Community Legal Aid, Legal Aid of Southeast and Central Ohio
 - **Health & Mental Health:** SpringVale Health Centers, Stark County Mental Health & Addiction Recovery (Stark MHAR), Alcohol, Drug Addiction and Mental Health Services (ADAHMS) OF Tuscarawas & Carroll Counties
 - **Family & Community Services:** Stark and Tuscarawas County Job and Family Services
 - **Education & Training:** Stark State College, Buckeye Career Center, Walsh University, Workforce Initiative Association

- **Child Care:** Early Childhood Resource Center, Corporation for Ohio Appalachian Development
- **Transportation:** Stark Area Regional Transit Authority (SARTA), Access Tusc
- **Employers & Economic Development:** Stark County Manufacturing Workforce Development Partnership (SCMWDP), Alliance Area Development
- Ensure services are aligned with each participant's Individual Development Plan (IDP) and Individual Employment Plan (IEP) and tracked in the case management system.

9. Employer Engagement & Job Placement

- Establish and maintain relationships with local employers, industry associations, and labor organizations.
- Coordinate with employer partners to:
 - Identify job openings suitable for justice-involved individuals
 - Facilitate job shadowing, internships, and on-the-job training opportunities
 - Promote the benefits of hiring returning citizens, including Work Opportunity Tax Credit (WOTC) and fidelity bonding
- Work closely with STWDB and MUS to align training with employer needs and labor market trends.
- Track and report employment outcomes and employer satisfaction as part of performance metrics.

10. Supportive Services & Incentive Funds Management

- Manage and distribute supportive services and participant incentive funds within the spending guidelines outlined by the grantor. This includes:
- **Eligibility Determination:** Assessing and verifying participant eligibility for supportive services and incentives in alignment with grant guidelines and individual plans.
- **Documentation and Tracking:** Maintaining accurate records of all disbursements, including receipts, justifications, and participant acknowledgments, within the Ficity Next Gen system.
- **Coordination with Case Management:** Ensuring that all supportive services and incentives are aligned with each participant's Individual Development Plan (IDP) and Individual Employment Plan (IEP) and are integrated into ongoing case management activities.

SECTION 6: TECHNICAL REQUIREMENTS FOR SUBMISSION

To be considered responsive, proposals must meet the following minimum criteria.

A proposal must be e-mailed to board@omjwork.com with an **incoming timestamp at or before 3:00 pm EST, August 21, 2025**. The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals received after 3:00 p.m. EST, August 21, 2025 will not be accepted.

The subject of the email must read **“Pathway Home 6 Proposal - [your organization name]”**.

Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.

Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies.

Submit a complete written response to this RFP in PDF format (zipped if necessary), not to exceed 36 single-sided pages, excluding financial statements. It is the responsibility of the proposer to send the proposal in a format that can be sent and received via email (recommended 20 MB).

All pages should be in 11-point font or larger, 1.5-spaced or greater, with no smaller than 1-inch margins.

All pages should be numbered sequentially in the lower right-hand corner.

See Response Items in Section 4 for required and optional information to be included in the proposal.

SECTION 7: RESPONSE ITEMS

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 and note that the complete written response to this RFP should not exceed 36 single-sided pages, excluding financial statements, while following the technical submission requirements.

1. Proposal Cover Sheet – 1 page limit

Use template provided in Attachment A.

2. Table of Contents – 1 page limit

Provide a table of contents with page numbers.

3. Proposer's Executive Summary – 1 page limit

Describe the proposer's background, including:

- a. A description of your organization including length of existence, vision, mission, and goals.
- b. A description of your organization's current programming, populations served, and service area.
- c. Number of years in business and brief history of the proposer.
- d. Why your organization should be selected for this contract.

4. Proposer's Qualifications & Experience

Describe how you will meet the following expectations and/or a demonstration of expertise in each area. Please use a format that labels the topic as a bolded header followed by your response in regular text.

- a. Describe the proposer's familiarity with the following. – **1 page limit total**
 - i. The regional economy
 - ii. Workforce ecosystem and workforce needs in Stark and Tuscarawas counties and northeast Ohio
 - iii. Justice-impacted, incarcerated, and/or re-entry populations
 1. Include all familiarity and/or experience with this population from a workforce perspective, if applicable.
 - iv. Working with community-based organizations and not-for-profit partners
 1. Include if and how these relationships will be leveraged if chosen as a service provider for this RFP
- b. Provide three (3) brief summaries of similar grants and/or contracts the proposer has had in the last five years. Include the following – **limit 1 page each; 3 page limit total**
 - i. Contracting entity or grantor
 - ii. Summary of the contract/grant
 - iii. Location of the work
 - iv. Dates of the contract/grant
 - v. General types of services provided
 - vi. Estimated value of awarded contract or grant (in dollars)
 - vii. Goals & outcomes
 1. Note: 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.
- c. Provide an organizational chart. – **1 page limit**
- d. This contract requires identified individuals to be assigned to this contract to provide consistent pre-release, post-release, and follow-up service delivery to each participant. Identify each staff person that will be assigned to this contract with the following information. – **1 page limit per identified staff person:**
 - i. Name
 - ii. Job Title/Role
 - iii. Employment start date for current role

- iv. The percentage of time each staff person(s) will devote to this contract.
- v. Ability to pass a background check and access SRCCC, the correctional institution partner's facilities.
- vi. Description of staff person's experience executing workforce-readiness services, training, re-entry services, wrap-around service coordination, job placement services, retention support services, upskilling support services, data entry, community partner engagement, employer engagement, and any other experience relevant to their contributions to this contract.
- e. Indicate any roles that will have accountability or responsibility for aspects of this contract outside of the direct service provider staff. This may include administrative or fiscal roles. – **1 page limit total**
 - vii. Name
 - viii. Job Title/Role
 - ix. If the assigned staff maintain other organizational roles/functions, indicate the percentage of time each staff person(s) will devote to this contract.
 - x. If assigned staff will be onsite at SRCCC, the correctional institution partner.
 - a. If so, their ability to pass a background check and access SRCCC, the correctional institution partner's facilities.
 - xi. Description of their accountability or responsibility in regard to this contract and how they may engage with SRCCC, STWDB, and/or any other stakeholders involved.

5. **Plan of Work – 10 page limit**

Describe how you will meet the following expectations and/or a demonstration of expertise in each area. Please use a format that labels the topic as a bolded header followed by your response in regular text.

a. Pre-Release Services

- i. Do you have a relationship established with SRCCC? If so, how will this contract affect your current established relationship?
- ii. What will your approach be to meet the enrollment goal of 125 participants during the 24-month enrollment period?
- iii. What is your approach, or will your approach be, to administering assessments and utilizing IDPs and/or IEPs?
- iv. What is your approach, or will your approach be, to delivering life skills, job preparation skills, academic counseling, and vocational training aligned with labor market needs?
- v. What is your approach, or will your approach be, to coordinate discharge planning and pre-release reviews with SRCCC staff?

b. Post-Release Services

- i. How do you, or will you, maximize engagement of participants within 72 hours of release?
- ii. Describe your approach to providing occupational training, apprenticeships, and achieving employment placement within 30 days.
- iii. What is your approach, or will your approach be, to deliver and coordinate supportive services (e.g., housing, transportation, legal aid)?
- iv. Explain your case management model, including frequency and continuity. How will this translate to this service delivery contract, pre-release through follow-up?

c. Follow-Up Services

- i. Explain your current follow-up model and how you will ensure individualized contact for 12 months post-exit and monitor employment, credentials, and education.

- ii. Describe how life coaches with lived experience are currently integrated into your programming, if applicable, and explain how you will leverage or expand their role to support participants during the follow-up period of this contract.

d. Performance Metrics

As a reminder, WIOA performance goals applicable to the 125 enrolled participants are as follows:

- *Employment Rate Q2 After Exit: 55%*
- *Employment Rate Q4 After Exit: 45%*
- *Median Earnings Q2 After Exit: \$6,000*
- *Credential Attainment: 60%*
- *Measurable Skills Gains: 65%*
- *Recidivism Rate: <33%*

- i. What is your strategy to identify and enroll 125 eligible participants to meet or exceed WIOA goals (employment rates, earnings, credentials, skills gains, recidivism)?
- ii. How will you track, forecast, and report progress toward these metrics?
- iii. Describe your organization's current approach to performance management and continuous improvement, including how you identify potential risks or barriers to meeting contract goals and metrics, and the proactive strategies you use to address and overcome those challenges.

e. Reporting & Data Management

- i. Explain what types of information you currently track (such as individual demographics, activities, wrap-around service coordination, outcomes, challenges, etc.) and how you ensure timely, accurate data entry and reporting using required systems.
- ii. What steps will you take to ensure data integrity and compliance with DOL standards?

f. Staffing & Coordination

- i. How will you coordinate with STWDB's Program Manager for oversight and performance monitoring?
- ii. Describe your organization's plan for ensuring continuity of service in the event of staff turnover during the contract period, including how you will manage transitions and maintain service quality without disruption.

g. MUS-Directed Training & Professional Development

- i. If selected, are the identified staff able and prepared to attend a required, MUS-hosted training from September 9-11, 2025 held in Milwaukee, WI by plane?
- ii. How will you ensure ongoing staff participation in MUS-led training, technical assistance, and convenings?

h. Supportive Services Coordination

- i. How will you collaborate with supportive service partners across Stark and Tuscarawas counties?
- ii. Describe your referral and coordination process to ensure services align with IDPs/IEPs and are tracked in the case management system.

i. Employer Engagement & Job Placement

- i. Describe your current connection to second-chance friendly employers and/or what your strategy is for engaging employers and identifying job opportunities for justice-involved individuals.
- ii. What is your approach, or will your approach be, to facilitate job shadowing, internships, and promote hiring incentives (e.g., WOTC, fidelity bonding)?
- iii. What is your approach, or will your approach be, to track employment outcomes and employer satisfaction?

j. Supportive Services & Incentive Funds Management

- i. What experience do you have managing eligibility and disbursement of supportive services and incentive funds and how will that translate to managing those for this contract?
- ii. Describe your current and/or planned documentation and tracking process, and how you will ensure alignment with IDPs/IEPs and case management.

6. References – 1 page limit

Provide three (3) references. Include the following:

- a. Name of organization
- b. Name of contact person
- c. Title of contact person
- d. Address
- e. Phone number
- f. E-mail address
- g. Nature of the relationship

7. Budget and Cost Information

a. Budget Estimate – 1 page limit

Use template provided in Attachment B.

b. Budget Narrative – 2 page limit total

- i. **Line-Item Justification:** Each cost must be explained in detail, including how the amount was calculated (e.g., hourly rate × hours, unit cost × quantity).
- ii. **Cost Reasonableness:** Proposers must demonstrate that all costs are reasonable and necessary for the successful completion of the project. Justifications may include market comparisons or historical data.
- iii. **Cost Allocation:** If costs are shared across multiple programs or funding sources, the narrative must explain the allocation methodology and ensure that only the portion allocable to this project is included.
- iv. **Personnel Costs:** Include the title, role, salary rate, and percentage of time each staff member will dedicate to the project. Fringe benefits must be itemized or explained.
- v. **Travel:** Provide the purpose of travel, destination, number of travelers, duration, and a breakdown of costs (e.g., airfare, lodging, per diem).
- vi. **Supplies and Equipment:** Describe the items to be purchased, their purpose, and how the costs were estimated. For equipment, include a justification for necessity and cost.

- vii. **Indirect Costs:** Specify the indirect cost rate and the base to which it is applied. If using a federally negotiated indirect cost rate, include documentation. If not, explain the methodology used to determine the rate.
- viii. **Other Costs:** Include any additional costs not covered above, with a clear explanation of their purpose and how the amounts were determined.

8. **Assurances and Certifications – 6 page limit**

Complete and sign the assurances and certifications found in Attachments C - H and include them with your submission.

9. **Audited Financial Statements (Most Recent Year)**

- a. Includes balance sheet, income statement, and cash flow statement.
- b. Audited by a certified public accountant (CPA) for credibility.

SECTION 8: REVIEW CRITERIA

Technical Review	Yes/No
Proposer submitted an intent to propose via e-mail to board@omjwork.com with an incoming timestamp at or before 3:00 pm EST, August 21, 2025	
Proposer submitted a PDF proposal via e-mail to board@omjwork.com with an incoming timestamp at or before 4:00 pm EST, August 14, 2025	
Submission used the subject line "Pathway Home 6 Proposal - [your organization name]".	
All copies were single sided and numbered sequentially in the lower right-hand corner.	
The submission was typed in 11-point font or larger, 1.5-spaced or greater, with no smaller than 1-inch margins.	
The submission no more than 36 single-sided pages, excluding financial statements.	
The submission was in the proper order: Proposer's Cover Sheet, Table of Contents, Proposer's Executive Summary, Proposer's Qualifications & Experience, Plan of Work, References, Budget and Cost Information, Assurances and Certifications, & Audited Financial Statements.	
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.

Evaluation Criteria	Description	Possible Points
1. Workforce Programming Experience	Experience across a spectrum of workforce development services. Fewer points awarded for general workforce programming; maximum points for demonstrated experience with both pre- and post-release services for justice-involved individuals.	15
2. Demonstrated Outcomes and Performance History	Evidence of successful outcomes in similar workforce-centric programs (e.g., placement rates, retention, credential attainment, recidivism reduction). Includes ability to meet or exceed WIOA and Reentry Employment Opportunities (REO) performance metrics. Executing using unique approaches, tools, or partnerships that enhance service delivery and participant outcomes will receive maximum points.	15
3. Employer Engagement and Second-Chance Hiring Relationships	Existing partnerships with employers, especially second-chance employers. Includes strategies for job placement, internships, and use of hiring incentives.	10

4. Grant Management Experience	Experience managing grants, with fewer points for local/state grants and maximum points for federal grant experience. Includes compliance with federal regulations and audit readiness.	10
5. Capacity to Execute on a Reimbursement Basis	Financial and operational capacity to manage grant activities and cash flow under a reimbursement model. Includes fiscal systems and internal controls.	10
6. Coordination with SRCCC and Correctional Access	Experience coordinating with SRCCC or similar institutions, including securing clearances, providing in-facility services, and maintaining a consistent pre-release presence.	10
7. Case Management and Supportive Services Integration	Experience delivering or coordinating trauma-informed case management and wraparound services (housing, legal, mental health, substance use, etc.).	10
8. Supportive Services & Incentive Fund Management	Experience managing eligibility determination, documentation, and disbursement of supportive services and participant incentives in alignment with grant guidelines, with fewer points for local/state grants and maximum points for federal grant experience.	10
9. Local Presence and Community Integration	Demonstrated presence in Stark and/or Tuscarawas Counties. Includes existing partnerships, service delivery history, and community engagement.	5
10. Staffing and Organizational Readiness	Availability of qualified staff and infrastructure to begin service delivery by the grant start date. Includes readiness for required training and data system use.	5
Total		100

SECTION 9: FORMS

Complete and sign the assurances and certifications on the following pages and include them with your submission. Attachments C – H. All pages requiring a signature must include a scanned written signature by a person authorized to commit the proposer to a future agreement. Digital or electronic signatures (e.g., DocuSign, typed names, or e-signature tools) will not be accepted.

Attachment A**Proposer's Cover Sheet**

Proposer's Organization Name:	
Address:	
City	
State	
Zip Code	
Principal Contact Person:	
Principal Contact Title:	
E-mail Address:	
Phone Number:	
Fiscal Contact Person:	
Fiscal Contact Title:	
E-mail Address:	
Phone Number:	
Federal Employer Identification Number (FEIN):	

Are you able to do business in Ohio? ☐ Yes ☐ No

I attest that this organization maintains current and active Workers' Compensation Insurance coverage through the Ohio Bureau of Workers' Compensation and is in full compliance with all applicable laws and regulations. ☐ Yes ☐ No

Type of organization: ☐ For-profit ☐ Non-Profit ☐ Government ☐ Education Institution ☐ Federal Employer

Printed Name / Title of Authorized Representative:

Authorized Signature:

Date:

Attachment B
Budget Estimate

DIRECT STAFF	#FTE	ANNUAL SALARY	YEARS ON PROJECT	TOTAL COST
				\$
				\$
				\$
TOTAL DIRECT STAFF				\$
Fringe Benefits @ X %				\$
TOTAL PERSONNEL COST				\$
DESCRIPTION				
				\$
				\$
				\$
				\$
TOTAL PROGRAM COST				\$
CONTRACTUAL SERVICES				
				\$
				\$
Total Contractual Services				\$
Total Direct Cost				\$
Indirect/DeMinimus				\$
TOTAL				\$

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:

Attachment H

Certificate of Liability Insurance

Attach a copy of your current Certificate of Liability Insurance with \$1,000,000 or more of general liability coverage.