



REQUEST FOR PROPOSAL

Workforce Innovation & Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth Program Service Provision

Issued By:

Oklahoma's Workforce Board
3813 N. Santa Fe, Suite 135
Oklahoma City, OK 73118

Release Date: July 2, 2026

Due Date for Proposals: August 7, 2026

Initial Contract Period

October 1, 2026- September 30, 2027

With options for up to two renewals.

Equal Opportunity Statement: Oklahoma's Workforce Board is an equal opportunity employers/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD/TTY: 1-800-722-0353

Stevens Amendment: This Request for Proposal is supported by the U.S. Department of Labor under the Workforce Innovation & Opportunity Act (WIOA). Federal funds constitute 100% of Oklahoma's Workforce Board's funding, totaling \$4,057,724 in awards for Program Year 2025.



Contents

- I. Introductory/ Background Information 5
- II. Purpose of the Request for Proposal (RFP) 6
- III. Overview of Service Provider Responsibilities 6
 - A. Adult and Dislocated Worker Program Services 6
 - B. Youth Program Services..... 7
 - C. Expected Outcomes and Performance Accountability..... 8
- IV. Statement of Work..... 8
 - A. Scope of Required Services 8
 - B. Program and Performance Measures 9
 - C. Documentation and Verification of Outcomes 10
- V. Solicitation Process 10
- VI. RFP Timeline / Procurement Schedule 10
- VII. General Proposal Information..... 12
 - A. Eligible Bidders 14
 - B. Resources..... 14
 - C. Technical Assistance 14
 - D. General Procurement Standards..... 15
 - E. Availability of Funds 15
 - F. Incorporation of RFP in Contract 16
 - G. Payment Process 16
 - H. Interview Rights to Jobs Created..... 17
 - I. Contract Provisions 17
 - J. Contract Based Costs..... 17
 - K. Criminal History Reports..... 18
- VIII. Terms and Conditions of Award..... 18
 - A. Pre-Agreement Costs..... 18
 - B. Suspension of Contract..... 19
 - C. Termination Provisions..... 19
 - D. Contract Modifications 19
 - E. De-Obligation of Funds 20

F.	Price Adjustments	20
G.	Contract Renewal and Extension.....	20
H.	Corrective Action	20
I.	Closeout Requirements.....	20
J.	Transitioning of Services	20
K.	Assignment and Subcontracting.....	21
L.	Indemnification	21
M.	Dispute Resolution	21
N.	Access to Records and Record Retention.....	22
O.	Audit Rights.....	22
P.	Disallowed Costs.....	22
Q.	Intellectual Property and Data Rights	22
R.	Independent Sub-recipient Status.....	22
S.	Severability.....	22
T.	Legal Authority	22
U.	Compliance with Federal Requirements	22
V.	Order of Precedence.....	23
IX.	Service Provision Terms and Conditions	23
A.	Insurance Requirements.....	23
B.	Equal Employment Opportunity (EEO) Compliance.....	24
C.	Stevens Amendment	24
D.	Duplicate Funding.....	24
E.	Participant Rights	25
F.	Participant Safety	25
G.	Participant Grievances.....	25
X.	Proposal Narrative Instructions.....	26
A.	Proposer Contact Information and Description of Organization	26
B.	Service Delivery Approach and Staffing Plan	26
C.	Qualifications of Staff	28
D.	Program and Performance Measures	28
E.	Previous Experience	28

F.	Monitoring and Self-Evaluation	28
G.	Budget Narrative	29
H.	Statement of Administrative Ability	29
I.	Certifications	29
XI.	Proposal Submission Requirements.....	31
A.	Proposal Assembly and Required Contents	31
B.	Formatting Requirements	32
C.	Submission Method, Copies, and Deadline.....	32
D.	Ownership of Proposals and Proprietary Information	33
XII.	Selection Process.....	33
A.	Minimum Standards for Responsiveness	34
B.	Evaluation and Selection Criteria	34
C.	Proposal Evaluation Committee Process.....	34
D.	Evaluation Scoring	35
E.	Evaluation Criteria and Point Allocation	35
F.	Limitations.....	35
G.	Right to File a Grievance.....	36
	Certificate Regarding RFP Content	37
	Estimated In-Kind Costs Contributed	38
	Budget Information Form	39
	Proposed Budget- WIOA Title I Services.....	40
	Direct Programmatic Costs: Leveraged from other Programs/ Resources:.....	41
	Certification Regarding Debarment, Suspension, and Other Responsibility Matters	42
	Certification Regarding Drug-Free Workplace Requirements.....	43
	Certification Regarding Lobbying	44
	Certificate Regarding Conflict of Interest	45
	Projected Performance	46
	Application Form.....	47
	Products & Services of the Workforce Delivery System	48

I. Introductory/ Background Information

In July 2014, the Workforce Innovation and Opportunity Act (WIOA) was signed into law to strengthen the nation's public workforce system and better align workforce, education, and economic development efforts. WIOA is designed to help job seekers access employment, education, training, and support services needed to succeed in today's labor market, while also helping employers connect with skilled workers to remain competitive in a global economy. Passed with broad bipartisan support, WIOA represents the first comprehensive reform of the public workforce system in more than 15 years. The Act supersedes the Workforce Investment Act of 1998 and amends several key federal statutes, including the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

Oklahoma's Workforce Board (OWB) is one of four Local Workforce Areas in Oklahoma and serves 34 counties in the northeast region of the state: Alfalfa, Beaver, Beckham, Blaine, Canadian, Cimarron, Cleveland, Custer, Dewey, Ellis, Garfield, Grant, Greer, Harmon, Harper, Hughes, Jackson, Kay, Kingfisher, Kiowa, Lincoln, Logan, Major, Noble, Okfuskee, Oklahoma, Payne, Pottawatomie, Roger Mills, Seminole, Texas, Washita, Woods, and Woodward. Each county's Board of Commissioners appoints a representative to serve on the Local Elected Officials (LEOs) board. The LEOs designate the Oklahoma's Workforce Board as the Local Workforce Development Board for the area. The LEOs have also selected Oklahoma's Workforce Board to serve as the fiscal agent. In this role, OWB provides board staffing, fulfills fiscal agent responsibilities, and conducts contracting for WIOA service provision. Currently, the operation of the One-Stop Centers, Youth Services, and Adult and Dislocated Worker services is contracted through Dynamic Workforce Solutions (DWFS).

The purpose of the WIOA Title I Adult, Dislocated Worker, and Youth programs is to provide allowable workforce activities to eligible individuals that improve employment outcomes, increase participant earnings and retention, and support measurable skill and credential attainment. Through successful implementation of these services, WIOA aims to enhance the quality and competitiveness of Oklahoma's workforce, reduce dependency on public assistance, and support long-term economic growth. The WIOA framework also places a strong emphasis on a comprehensive youth approach that prioritizes long-term, developmentally appropriate services. These services are designed to help youth gain education and employability skills, obtain meaningful work experience, and access support services needed to successfully transition into careers and productive adulthood. WIOA youth funds specifically target both in-school and out-of-school youth to assist them in achieving education and career goals.

In alignment with WIOA requirements and priorities, the Local Workforce Development Board seeks service delivery strategies that strengthen coordination across required partners, expand access to services for job seekers and employers, and support integrated, efficient operations across the One-Stop system. Bidders are strongly encouraged to review the WIOA statute to fully understand the scope of authorized activities and program expectations. In general, these activities include establishing and operating a comprehensive one-stop delivery system; overseeing youth workforce

investment activities; delivering career and training services to adults and dislocated workers; ensuring partner services are accessible and available across the region; reducing duplication among workforce partners; developing relationships with employers of all sizes; and convening or implementing industry and sector partnerships to support regional workforce needs.

II. Purpose of the Request for Proposal (RFP)

Oklahoma’s Workforce Board (OWB) is issuing this Request for Proposal (RFP) to solicit qualified service providers to deliver Workforce Innovation and Opportunity Act (WIOA) Title I services to eligible individuals within the OWB area. The purpose of this procurement is to identify one or more experienced organizations capable of providing high-quality workforce services that support participant success and align with federal and state workforce system goals.

III. Overview of Service Provider Responsibilities

The service provider(s) selected through this RFP will be expected to provide comprehensive WIOA Title I program services that may include, but are not limited to, the following functions:

A. Adult and Dislocated Worker Program Services

The service provider(s) shall ensure delivery of career and training services through the one-stop delivery system that enable participants to secure or retain employment and increase earnings. Providers must be prepared to offer services ranging from entry-level career services to intensive individualized services based on participant needs.

Key Adult and Dislocated Worker responsibilities include providing comprehensive services that support participant access to employment, training, and career advancement. Service providers must conduct outreach to eligible adults and dislocated workers, including priority populations, and complete intake and eligibility determinations while maintaining all required documentation in compliance with WIOA and applicable state and local policies. Providers are also responsible for ensuring appropriate assessment of participant needs, skills, and barriers to employment in order to guide service planning and referrals.

In addition, providers must deliver basic and individualized career services designed to support participants in achieving employment and career goals. These services may include the provision of labor market information, career counseling and coaching, job search assistance, and the development of Individual Employment Plans (IEPs). Providers must also coordinate supportive services and referrals as needed and may offer workforce preparation and financial literacy services when appropriate to participant needs.

Service providers are responsible for ensuring access to training services aligned with WIOA requirements and local workforce priorities. This includes facilitating the use of Individual Training Accounts (ITAs), occupational skills training, on-the-job training (OJT), work-based learning opportunities, Registered Apprenticeships where applicable, and integrated education and training

options as appropriate. Providers must assist participants in selecting training opportunities that align with in-demand occupations and lead to industry-recognized credentials.

Additionally, providers must engage employers to identify job opportunities and support successful job placement for participants. This includes coordinating job matching services, building relationships with employers across a range of industries—including high-growth and high-demand sectors—and supporting strategies that promote job retention. Finally, providers must provide follow-up services after program exit to assist participants in maintaining employment, advancing in their careers, and achieving long-term workforce success, consistent with program requirements.

B. Youth Program Services

The service provider(s) shall provide comprehensive Youth program services for eligible youth participants, including both in-school and out-of-school youth (ISY and OSY). WIOA Youth services must incorporate a holistic approach that supports educational achievement, development of employability skills, and long-term career success.

Key Youth responsibilities include delivering comprehensive services designed to support eligible youth in overcoming barriers to education and employment and successfully transitioning to postsecondary education, training, and career pathways. Service providers must conduct outreach and recruitment efforts targeted toward youth who face significant challenges in the workforce system, ensuring appropriate enrollment of both in-school youth (ISY) and out-of-school youth (OSY). Providers are responsible for completing eligibility determinations, maintaining required documentation, and conducting appropriate assessments in accordance with WIOA and applicable state and local policies.

In addition, providers must conduct objective assessments to evaluate academic levels, skill development needs, work readiness, and support service requirements. Based on the results of these assessments, providers must develop and maintain an Individual Service Strategy (ISS) that is aligned with each participant's strengths, needs, career interests, and long-term educational and employment goals.

Service providers must also ensure that youth participants have access to the fourteen (14) required WIOA Youth Program elements. These elements include tutoring and study skills training, dropout prevention and recovery services, alternative secondary school opportunities, paid and unpaid work experiences such as internships and summer employment, occupational skill training, and education offered concurrently with workforce preparation and training. Providers must also deliver leadership development opportunities, supportive services, adult mentoring, follow-up services, comprehensive guidance and counseling, financial literacy education, entrepreneurial skills training, labor market and employment information services, and activities that prepare youth for postsecondary education and training.

Additionally, providers must ensure that work experience activities are structured to develop both occupational skills and foundational employability skills that support long-term success. Providers are expected to offer career pathways exploration and connect youth to education, training, and

employment opportunities aligned with in-demand industries and occupations. Finally, providers must provide follow-up services for a minimum of twelve (12) months after program exit, as required by WIOA, to support ongoing success in employment, education, training, or apprenticeship opportunities.

C. Expected Outcomes and Performance Accountability

Service providers will be expected to meet performance targets established by Oklahoma’s Workforce Board and the State of Oklahoma and must implement services that support achievement of the WIOA primary indicators of performance. These indicators include employment during the second and fourth quarters after program exit, median earnings during the second quarter after exit, credential attainment, measurable skill gains, and effectiveness in serving employers. The selected provider(s) will be responsible for consistently tracking and documenting participant progress and outcomes, maintaining complete and accurate case files, and submitting all required reports in accordance with applicable local, state, and federal policies and guidance.

IV. Statement of Work

This Statement of Work (SOW) defines the scope, required outcomes, performance expectations, and documentation requirements for the delivery of Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth services within the Oklahoma’s Workforce Board Area. The successful proposer(s) shall serve as a sub-recipient and shall deliver services in full compliance with WIOA, applicable federal regulations, State of Oklahoma policies, and directives issued by the Central Oklahoma Workforce Investment Board (COWIB), dba Oklahoma’s Workforce Board.

If awarded, the proposer’s response to this RFP, including all representations, commitments, budgets, staffing plans, and service delivery strategies, shall be incorporated by reference and made part of the resulting contract. Failure to perform in accordance with the approved proposal may result in corrective action, contract modification, or termination, consistent with contract terms.

A. Scope of Required Services

The selected service provider(s) will be responsible for operating and delivering WIOA Title I Adult, Dislocated Worker, and Youth services through the Oklahoma Works One-Stop delivery system across all thirty-four (34) counties in the Oklahoma’s Workforce Board Area. Services must be coordinated with required One-Stop partners and delivered in accordance with WIOA statute, federal regulations, applicable state policy guidance, and local workforce board direction. Service delivery is expected to support improved participant outcomes including employment, earnings, credential attainment, measurable skill gains, and overall program performance as defined by WIOA.

This RFP is intended to ensure that workforce services in the Oklahoma’s Workforce Board Area are accessible, customer-focused, performance-driven, and responsive to the needs of job seekers and employers. Proposers must demonstrate the capacity to deliver integrated services across programs

and populations, and must employ methods that support equitable service access, strong employer engagement, and high-quality customer experiences.

B. Program and Performance Measures

The contract(s) that results from this RFP will have certain requirements for performance. The contract(s) may require that the sub-recipient(s) submit reports of expenditures, Clients served, goals versus actual performance reports, WIOA performance reports, audits, reviews made by other entities, or other information that is necessary for the OWB to evaluate the performance of the contract(s) or. The contract(s) may have provisions requiring minimum performance levels to be achieved before funding for remaining periods is available. The contract(s) may have a provision to reduce or eliminate funding for future periods if that minimum performance level is not attained. It is also possible to eliminate specific service areas from the contract(s) should the sub-recipient(s) fail to meet minimum performance standards in each of the three areas. Sub-recipient Performance will be based on the following measures:

Adult/ Dislocated Worker	Youth
Number of Adult/ Dislocated Workers enrolled	Number of Youth enrolled
Clients receiving Occupational Skills Training	Clients receiving Occupational Skills Training
Clients completing training	Clients completing training
Clients obtaining an industry recognized credential	Clients obtaining an industry recognized credential
Clients entering a STEM related training	Clients entering a STEM related training
Clients participating in On-the-Job Training	Clients participating in On-the-Job Training
Clients entering a Transitional Job or Work Experience	Clients entering a Work Experience
Clients entering a Registered Apprenticeship	Clients obtaining a Measurable Skill Gain
Percentage of clients obtaining employment after services	Percentage of clients obtaining employment after services
Clients obtaining a Measurable Skill Gain	Expenditure Rate on Out-of-School Youth >75%
Training Expenditure Rate >40%	Expenditure Rate on Work Related Activities >20%
Customer Satisfaction Rate	Customer Satisfaction Rate

Performance outcomes shall be measured throughout the contract period, which is expected to begin **October 1, 2026, and end September 30, 2027**, unless otherwise amended. Performance will be evaluated on a monthly, quarterly, and annual basis using federal and state-defined performance periods, including post-exit measurement points required under WIOA.

Follow-up outcomes for Adult and Dislocated Worker participants shall be measured in accordance with WIOA performance reporting requirements. Youth participant follow-up services and outcomes shall be provided and documented for a minimum of twelve (12) months following program exit.

OWB reserves the right to establish performance benchmarks and interim targets during the contract period and to require corrective action if performance deficiencies are identified.

C. Documentation and Verification of Outcomes

The sub-recipient shall maintain complete, accurate, and timely documentation sufficient to verify all reported outcomes and program activities. Required documentation includes, but is not limited to:

- Participant eligibility records and intake documentation;
- Objective assessments, Individual Employment Plans (IEPs), and Individual Service Strategies (ISS);
- Case notes documenting services provided and participant progress;
- Training enrollments, attendance records, and completion documentation;
- Credential and measurable skill gain verification;
- Employment verification, wage documentation, and follow-up records
- Employer engagement and job placement documentation;
- Financial records supporting cost reimbursement claims; and
- All required data entry and reporting in the State-designated management information system.

All records must be maintained in accordance with federal record retention requirements and must be made available to OWB and state or federal monitoring entities upon request.

V. Solicitation Process

The solicitation process for the Request for Proposal (RFP) will follow a structured and transparent approach to ensure fair and open competition. The process begins with the development and approval of the RFP document, which includes a detailed scope of work, evaluation criteria, and submission requirements. Once finalized, the RFP will be advertised publicly through various channels, including the organization's website, to reach a broad audience of potential bidders. Interested parties will have the opportunity to submit questions for clarification during a designated question and answer period. All responses will be provided in writing and shared with all prospective bidders to ensure consistency and fairness. Proposals must be submitted by the specified deadline and in the format outlined in the RFP. Upon receipt, proposals will be logged, reviewed for compliance with submission requirements, and evaluated according to the established criteria by a selection committee. The committee will score and rank the proposals, and the top-ranked bidders may be invited for presentations or interviews. Following the evaluation, a recommendation will be made for the award, subject to final approval by the appropriate authority. All bidders will be notified of the outcome, and the selected bidder will enter into contract negotiations to finalize the terms of the agreement.

VI. RFP Timeline / Procurement Schedule

The timeline shown below represents an estimated schedule for the Request for Proposals (RFP) process. The Central Oklahoma Workforce Investment Board (COWIB), dba Oklahoma's Workforce

Board (OWB) reserves the right to modify this schedule as needed. Any changes to the timeline will be issued through an official addendum.

<u>Date</u>	<u>Procurement Action</u>
July 2, 2026	OWB releases RFP and publishes required public notices
July 13, 2026 by 5:00 PM CDST	Last date for potential bidders to submit questions
July 15, 2026	Answers to Bidders' questions posted on OWB website
August 7, 2026 by 12:00 PM CDST	Proposals due to OWB no later than 12:00 pm CST
August 7, 2026	OWB staff distributes proposals to evaluation committee.
August 7, 2026 – August 14, 2026	Evaluation committee meets to develop contract recommendations to OWB. Evaluations will rely on written proposals, which will be incorporated into the contracts. Bidders will not be allowed to make oral presentations, but should be available to answer questions from the committee.
August 19, 2026	OWB Bull Board Meeting. Bidders notified of committee recommendations.
August 19 – September 11, 2026	Review and negotiations with approved bidders.
October 1, 2026	Contract negotiations completed and start of contract period.
September 30, 2027	End of initial contract period. (Possibility of up to two contract extension, not to go past September 30, 2029.)

Important Deadline Notice: The proposal submission deadline is strictly enforced. Completed proposals must be physically received on or before the deadline date and time listed above. Proposals delivered by mail, courier, or any method other than personal delivery are the responsibility of the bidder. A proposal postmarked prior to the deadline will not be considered if it is received after the deadline time and date. Late proposals cannot be accepted under any circumstances.

The Proposal should be delivered or mailed to:

Oklahoma's Workforce Board

Attn: Ashley Sellers

3813 N. Santa Fe Suite 135

Oklahoma City, OK 73118

VII. General Proposal Information

Oklahoma's Workforce Board (OWB) has authorized this Request for Proposals (RFP) to procure the services and/or products described in this solicitation package. All individuals, companies, agencies, or other entities submitting a proposal must be aware of, and agree to, the terms, conditions, and limitations set forth in this section.

OWB reserves the right to withdraw this RFP at any time prior to the execution of a contract. OWB also reserves the right to cancel or reissue this RFP, in whole or in part, as deemed necessary and in the best interest of the workforce system.

Proposals selected for review will be evaluated and may be subject to negotiation. OWB reserves the right to fund all, some, or none of the proposals received. The final scope and amount of any resulting contract(s) will be subject to negotiation and approval prior to contract execution. Proposals determined to be most advantageous to OWB, considering both quality and cost, may be recommended for contract negotiations.

During the review and negotiation process, proposers may be requested to provide clarifying statements or additional data. Such requests will be limited to clarification of items already included in the submitted proposal. Any supplemental information provided by the proposer in response to these requests will become part of the official proposal.

Proposals will be evaluated according to the criteria outlined in this RFP package. Certain evaluation criteria may include minimum acceptable scores. Proposals that fail to meet minimum requirements may be eliminated from further consideration. Proposals will be reviewed by an evaluation committee, which may include members of OWB, representatives of the Local Elected Officials (LEOs), and/or other individuals to whom this responsibility has been assigned. The evaluation committee will make a recommendation to OWB, the LEOs, or the appropriate decision-making entity. The evaluation committee is authorized to make the final selection decision regarding the organization(s) to be awarded contract(s).

The evaluation team will review proposals only for the programs and services specifically requested in this RFP. Proposers may include additional services as part of their proposal; however, proposals must, at a minimum, include all required services identified in this solicitation.

All proposals received will be made available to the public upon request; however, proposals will not be released until after OWB has made an award decision and the official protest period has commenced.

OWB has established a procedure to resolve protests, disputes, claims, or grievances that may arise from this procurement process. A copy of the protest procedure will be made available to any proposer upon request. The protest procedure provides an opportunity for proposers to protest an award decision and establishes a process for review and issuance of a determination by designated officials. Notice of award and notice of the protest process will be provided when proposers are

notified of the outcome of their proposal submission. Each proposer will be notified within five (5) days of the contract award date. Notification may be provided by email, fax, telephone, or regular mail. The protest period will allow a minimum of five (5) days for a proposer to submit a protest. The notice will include the name and contact information of the individual to whom protests must be submitted.

Proposers shall not offer or provide gratuities, favors, or anything of monetary value to any officer, board member, employee, or agent of OWB, the Local Elected Officials, the fiscal agent, or any affiliated organization for the purpose of influencing the outcome of this procurement or award process.

Modifications to proposals after submission will be accepted only under the following conditions: (1) the proposer must withdraw the original proposal by submitting a written request to withdraw; and (2) the proposer must submit a completely new proposal prior to the submission deadline. No changes to a proposal may be made after the proposal submission deadline.

All costs incurred in preparing or submitting a proposal are the responsibility of the proposer. Pre-contract costs and proposal preparation costs are not allowable and may not be included in the proposal budget or in any resulting contract budget.

Proposers should be aware that WIOA program funding is subject to availability and may be affected by changes in federal or state appropriations and/or changes in demographics within the state or local workforce area. Funding levels for future program years may be adjusted accordingly.

No employee, officer, or board member of OWB, the Local Elected Officials consortium, or any affiliated organization may participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest or the appearance of a conflict of interest exists.

Proposers shall not engage in any activity that restricts or eliminates competition. Violation of this provision may result in rejection of the proposer's proposal.

OWB reserves the right to contact any individuals, agencies, employers, or grantees referenced in a proposal, as well as other entities who may have knowledge of the proposer's past performance or qualifications. OWB also reserves the right to request additional information from any proposer as needed. In addition, OWB may conduct a review of records, systems, and procedures—including credit and criminal background checks—of any entity selected for funding. Such reviews may occur before or after contract award. Misrepresentation of a proposer's qualifications or ability to perform as described in the proposal may result in cancellation of an award or termination of the contract or agreement.

Sub-recipient(s) funded under this RFP will be monitored by the OWB monitors and must comply with all contract monitoring and reporting requirements, including submission of an annual audit as required by the contract(s). State and/or federal agencies may also conduct monitoring or audits, and sub-recipient(s) must provide access to all records and documents related to the performance of the contract(s).

The sub-recipient(s) selected through this RFP are expected to be familiar with, or to become familiar with, the WIOA Act and its implementing regulations and to apply those requirements in developing their proposal response and in delivering services. Following contract award, OWB will provide technical assistance to support compliance and successful program implementation.

A. Eligible Bidders

Eligible bidders under this RFP may include any public or private entity, including but not limited to postsecondary educational institutions, community-based organizations, nonprofit agencies, units of government, faith-based organizations, and private for-profit businesses.

Successful bidder(s) must demonstrate the current or planned capacity to deliver effective workforce services to residents of the Oklahoma's Workforce Board Area. In addition, the selected sub-recipient(s) must ensure that all Oklahoma Works Centers within the area deliver high-quality, customer-focused services. Current Oklahoma Works Center locations include Altus, Enid, Guymon, Oklahoma City, Ponca City, Seminole, Shawnee, Stillwater, Weatherford, and Woodward. Sub-recipient(s) must also establish effective methods to ensure service access for individuals residing in all thirty-four (34) counties within the service area.

Any proposer awarded a contract under this RFP for the provision of WIOA services shall be considered a sub-recipient in accordance with applicable federal laws and regulations. Sub-recipient(s) must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200), the Workforce Innovation and Opportunity Act, and all other applicable federal and state laws, regulations, and policies. For-profit organizations must also comply with applicable provisions of the Federal Acquisition Regulations (FAR).

B. Resources

The Oklahoma's Workforce Board Area encompasses thirty-four (34) counties and is designated as both a Workforce Development Area and a Workforce Development Region. Information regarding the current local workforce development plan and operational policies is available on the Oklahoma's Workforce Board website, <https://cowib.org/>.

State of Oklahoma WIOA policies may be accessed through the Oklahoma Works website, <https://oklahoma.gov/workforce.html>. Proposers are expected to be knowledgeable of all applicable statutes, regulations, rules, and policies governing the funding streams identified in this RFP. Copies of the Workforce Innovation and Opportunity Act and its implementing regulations are available through the U.S. Department of Labor website, <https://www.dol.gov/agencies/eta>.

C. Technical Assistance

Clarifications and explanations regarding this Request for Proposals (RFP), as well as responses to questions submitted by potential proposers, will be provided through the Oklahoma's Workforce Board website, <https://cowib.org/>.

To facilitate this process, proposers are encouraged to submit questions in writing via email no later than **July 13, 2026**, by close of business. Submitting questions by this deadline will allow sufficient time for staff to prepare accurate responses and ensure that all questions and corresponding answers are made available to all interested parties.

All questions received and the official responses will be posted on the OWB website. Proposers are responsible for monitoring the website for updates, clarifications, and addenda related to this RFP.

Questions via e-mail should be submitted to:

ashleysellers@cowib.org

D. General Procurement Standards

1. OWB is an Equal Opportunity Employer and encourages competition at all levels. Any interested and qualified Proposer is encouraged to submit a bid.
2. Prospective Proposers should inform OWB if the specifications or other Proposal requirements are faulty, unnecessary, or inhibit competition. If 1.OWB agrees with the Proposer, an amendment will be issued.
3. All prospective Proposers must adhere to the Uniform Administrative Requirements of the Office of Management and Budget or the appropriate FAR.
4. All Proposal in response to the RFP become the property of the Oklahoma's Workforce Board. The Proposal will not be available for public viewing until after a contract with the new service provider is finalized. All information not deemed proprietary and contained in bid responses will become open for public review once a contract is signed or all bids are rejected.
5. This Request for Proposal does not commit OWB to fund any Proposal submitted before execution of a contract.
6. OWB reserves the right to accept or reject any or all Proposal received or to negotiate terms of the Proposal with any qualified Proposer.
7. No contracts will be awarded as a result of this RFP without approval of the OWB Evaluation Committee. Further, OWB reserves the right to withdraw from negotiations at any time before a contract is executed.

E. Availability of Funds

Funding for each program year is determined by the U.S. Department of Labor through an established formula used to award WIOA State Formula Funds to states, typically no later than June of each year. To assist proposers in planning and preparing their proposals, respondents should note that the Oklahoma's Workforce Board's total WIOA Direct Participant Cost and Service Provision funding for Program Year 2025 was approximately \$4,160,000. Funding levels for Program Year 2026 are subject to change based on the actual allocation received by the region and the availability of carryover funds, if any, as determined by OWB.

It is understood that WIOA funding levels may fluctuate from year to year. Contract agreements may be modified to increase or decrease funding during the contract period to reflect actual federal funds

received. The successful sub-recipient(s) will be awarded a cost-reimbursement contract, with the possibility of a negotiated profit margin for eligible entities, as permitted by applicable regulations.

OWB also reserves the right to expand the scope of any resulting contract to include additional workforce programs, funding sources, or requirements, as deemed necessary and appropriate. All agreements resulting from this RFP are expressly contingent upon the availability of funds to the Oklahoma's Workforce Board Area.

F. Incorporation of RFP in Contract

All conditions contained in this Request for Proposal and completed Forms and any statements contained in the Request for Proposal will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the selection. The sub-recipient shall assume responsibility for all services offered in their bid Proposal whether or not they were produced. The sub-recipient will be responsible for all material errors and omissions in the performance of the contract.

G. Payment Process

The Board will use a cost-reimbursement contract which may or may not include a pay for performance piece as well as potential profit for eligible entities. The selected sub-recipient will be reimbursed for allowable actual service delivery costs on a monthly basis after submittal and approval of payment vouchers as instructed in the contract.

In addition to the provisions of this Request for Proposal and the awarded Proposal, which shall be incorporated by reference in the contract, any additional clauses or provisions required by the terms and conditions will be included as an amendment to the contract.

The Board values high performance, continuous improvement and responsiveness to Board and system customer needs. The Board understands that a for-profit entity may be selected through this process. If so negotiations for arriving at a methodology for rewarding exceptional performance in the form of profit will be finished before the start date of the contract.

The successful bidder may only serve eligible individuals using WIOA funds as defined by the WIOA and is responsible for all WIOA participant enrollments in the Oklahoma's Workforce Board Area. The successful bidder shall create, collect, and maintain all records relating to WIOA service provision activities that are required to be made by applicable federal or state laws or regulations, made relevant by guidance from the U.S. Department of Labor, and/or which are necessary for determining the Oklahoma's Workforce Board Area's attainment of the local levels of performance negotiated with the Governor and the chief elected official of the Oklahoma's Workforce Board Area. Reimbursement for program costs will be made on a monthly basis providing that these performance standards are being met. Performance Standards will be reviewed on a monthly basis.

Any revenues above costs generated by any not-for-profit organization through use of these funds, including interest income or other program generated income, must be reported and then returned to the WDB. Any return of revenues to the provider for use to extend the contract or provide additional services will be at the sole and absolute discretion of WDB.

Proposers may not charge individuals eligible for workforce programs a fee for any service; however, if the Proposal intends to charge fees for non-eligible individuals and/or businesses, the service and fee structure must be fully described in the narrative. The Board reserves the right to retain a portion of the income generated from such activities.

The sub-recipient will be responsible for all benefits (vacation, health insurance, etc.) and withholdings as any staff of the sub-recipient will remain staff of the sub-recipient and will not become employees of the Board. The contract will be solely for personnel, professional, and training. The WDB will only reimburse personnel costs for time actually worked, and reasonable vacation, sick leave, and holidays as provided for in the bidder's personnel policies and earned during the contract term. No other paid leaves of absence will be reimbursed by OWB nor should they be part of the negotiated sub-recipient price.

H. Interview Rights to Jobs Created

The successful proposer for WIOA Adult, Dislocated Worker, and Youth Title I program services must agree to interview all incumbent program operations staff who apply for employment with the new provider. Incumbent staff will be granted consideration for experience in lieu of education requirements for any position for which they are otherwise qualified. In the event of a transition and a reduction of staff, the Board shall carefully oversee the process to ensure that there is no loss of service or reduction of quality.

I. Contract Provisions

The contract(s) will have provisions regarding the provision of services being delivered in a functional delivery system. This may require the sub-recipient(s) to provide some services that are traditionally delivered by other entities that are none-the-less allowable services. In functional delivery system, other entities may also be required to deliver some of the services that are included in the statement of work of this contract(s).

The contract(s) may also have provisions which are not described in this RFP. Those provisions may be necessary due to changes in applicable laws or regulations, provisions added or changed to reflect negotiations made subsequent to the issuance of this RFP, requirements not known at the time of the issuance of this RFP, or other reasons.

J. Contract Based Costs

All costs that are approved in a contract(s) must be reasonable and necessary to carry out the planned functions. The costs must be allowable and allocable to the proper grants and cost categories. If the

sub-recipient(s) is a public entity or non-profit entity, the contract(s) will not include a provision for profit. Profit margins with for-profit organizations may be negotiated. Profit margins must be reasonable and cannot be based on a percentage of actual costs. Profit margins will be based upon meeting and/or exceeding standards. It is anticipated that a higher profit margin may be negotiated for exceeding negotiated performance goals. Profit will be paid on a quarterly basis depending on meeting negotiated standards.

The sub-recipient will be reimbursed for actual travel expenses required for travel within the region as well as for meetings and conferences provided by OWB, Oklahoma Workforce Association, or Oklahoma Employment Security Commission as applicable to WIOA. Out of area travel must be approved in advance by the Board's Executive Director and the sub-recipient must have the funds in their budget to support the requested travel.

Proposers should note that they are not required to provide rent, utilities, telephone service and telephones, internet service, janitorial services, lawn and grounds maintenance, equipment purchases, equipment maintenance, equipment software, and assessment supplies for One Stop Center and Satellite offices. All of these items will be provided by the WIOA Fiscal Agent for the workforce area.

K. Criminal History Reports

The contract(s) that results from this RFP may contain a requirement that the contract(s) or provide a current (within the past 12 months) and satisfactory OSBI criminal history report on all individuals working in any manner for the sub-recipient(s) if the individual will be providing services to workforce Clients. The criminal history report shall be deemed to be satisfactory if it contains no history of criminal offences which would be considered crimes which present a danger to Clients. These reports, if required, must be submitted to the WIOA Fiscal Agent not less than 10 days prior to the scheduled beginning date of performance under the contract(s). If the reports are not submitted by that deadline, the contract(s) will be declared to be void and no payments will be made to the sub-recipient(s). The cost of the criminal history reports will be paid by the sub-recipient(s) and cannot be included in the contract(s) costs.

VIII. Terms and Conditions of Award

The following terms and conditions describe requirements that will apply to any contract(s) awarded as a result of this Request for Proposals (RFP). By submitting a proposal, proposers acknowledge and agree that these provisions may be incorporated into the final contract without further negotiation, except where expressly allowed.

A. Pre-Agreement Costs

Costs incurred prior to the execution of a contract are generally not allowable. However, if authorized by OWB, allowable costs expended no more than thirty (30) calendar days prior to the execution date of the contract may be reimbursed, subject to funding availability and compliance with applicable

regulations. Authorization of any pre-agreement costs is not guaranteed and will be determined solely at OWB's discretion.

B. Suspension of Contract

Any contract resulting from this RFP may be immediately suspended by OWB in the event of emergency, hazardous or harmful conditions, or alleged criminal, reckless, or unethical acts. During such suspension, all payments and services may be halted until the matter is resolved to the satisfaction of OWB and the Consortium of Local Elected Officials (LEOs), or until the contract is terminated.

C. Termination Provisions

Termination for Cause

OWB may terminate a resulting contract for cause if the Sub-recipient fails to comply with contractual obligations, performance standards, reporting requirements, fiscal controls, or applicable laws and regulations, or if the Sub-recipient fails to maintain effective working relationships with partners or denies access to required records. Written notice of termination will be provided, specifying the effective date. Compensation will be limited to allowable and properly documented costs incurred prior to termination.

Termination for Convenience

OWB may terminate a contract for convenience by providing written notice specifying the extent and effective date of termination. Such termination will not be effective less than thirty (30) days from the Sub-recipient's receipt of notice. OWB shall not be liable for breach of contract under a termination for convenience.

Termination Due to Funding

Contracts awarded under this RFP are contingent upon the receipt and continuation of federal WIOA funding. OWB may terminate or modify a contract if funding is reduced, suspended, or eliminated, or if federal or state grant requirements change. In such cases, payment will be limited to allowable costs incurred through the effective date of termination.

D. Contract Modifications

Any contract resulting from this RFP may be modified to ensure compliance with federal or state laws, regulations, funding requirements, or policy directives. OWB reserves the right to amend contract terms based on performance deficiencies, expenditure levels, funding availability, or changes in workforce priorities. Proposers acknowledge that modifications may be necessary to address circumstances not foreseeable at the time of procurement.

E. De-Obligation of Funds

Funds not expended within the approved contract period may be subject to de-obligation. Carryover of unspent funds is not automatic and must be approved by OWB. Unapproved carryover funds will be de-obligated and removed from future contract budgets.

F. Price Adjustments

OWB reserves the right to adjust contract compensation if it is determined that the proposer submitted cost data that was inaccurate, incomplete, or not current at the time of proposal submission.

G. Contract Renewal and Extension

The contract(s) that results from this RFP may have a provision for extension. The terms and lengths of any extension will be established by the OWB and will be included in the contract(s) provisions. All extensions must be documented in a modification to the contract(s). Each extension must be for not more than one year and a maximum of two extensions is permitted. Extensions will be contingent upon established performance in the above-mentioned measures.

H. Corrective Action

Sub-recipients will be subject to monitoring and audits. Findings may require corrective action in accordance with OWB monitoring policies. Failure to resolve deficiencies may result in sanctions, funding reductions, or contract termination.

I. Closeout Requirements

Upon contract expiration or termination, Sub-recipients will be required to complete closeout procedures in accordance with 2 CFR §200.343–200.344. Closeout requirements include submission of final performance and financial reports, resolution of findings, disposition of property, and record retention.

J. Transitioning of Services

The selected sub-recipient(s) will be required to ensure a seamless transition of services for all participants who are actively enrolled with the current service provider(s) at the time of contract award. Continuity of services is a critical requirement of this RFP, and there must be no interruption in services to participants during the transition period.

The successful sub-recipient(s) must assume responsibility for all “transitioned” or “inherited” participants and continue to deliver services in accordance with each participant’s existing Individual Employment Plan (IEP), Individual Service Strategy (ISS), or other approved service plans. Any necessary updates to service plans must be conducted in compliance with WIOA, state, and local policies and must prioritize participant needs and program outcomes.

Proposers must demonstrate the capacity to coordinate with the outgoing service provider(s), OWB, and the fiscal agent to ensure timely transfer of participant records, case files, and relevant documentation. All participant information must be handled in accordance with confidentiality and data protection requirements.

Costs associated with serving transitioned participants must be fully incorporated into the proposed budgets submitted in response to this RFP. Proposers should account for ongoing service delivery, follow-up obligations, staffing needs, and administrative requirements related to inherited participants when developing cost proposals.

Failure to adequately plan for and implement a smooth transition of services may be considered a performance deficiency and may result in corrective action under the terms of any resulting contract.

K. Assignment and Subcontracting

Any assignment or subcontracting of contract duties will require prior written approval from OWB, except for certain training activities as permitted by policy. Approval does not relieve the Sub-recipient of responsibility for compliance or performance.

The WDB acknowledges the need to form viable partnerships that will help to enhance the delivery of workforce activities identified in the State Plan throughout the local workforce area. Proposal utilizing specialized services to deliver such activities may include sub-recipients and/or vendors. Any subcontracting must be clearly identified in the Proposal narrative and the Board prior to contract execution must provide approval. If the proposer currently subcontracts certain functions or activities and intends to do so as part of this Proposal, the sub-recipient/vendor must be identified and a certification included from the sub-recipient/vendor attesting to their agreement to the terms of the Proposal and any resulting contract.

L. Indemnification

The Sub-recipient will be required to indemnify and hold harmless OWB, the State of Oklahoma, USDOL, and related entities from claims arising from negligent acts or omissions of the Sub-recipient or its agents. Insurance requirements, including errors and omissions coverage, will be specified in the final contract.

M. Dispute Resolution

Disputes arising under any resulting contract will be addressed through good-faith informal resolution processes prior to formal legal action. Venue for legal action shall be in the appropriate Oklahoma state or federal court.

N. Access to Records and Record Retention

Sub-recipients must maintain all programmatic and financial records and provide access for monitoring, audit, and review purposes. Records must be retained for the period required by federal regulations and made available upon request.

O. Audit Rights

OWB, the State of Oklahoma, USDOL, and authorized representatives reserve the right to audit or monitor Sub-recipient records during the contract period and for the required retention period thereafter. Audit costs must comply with Uniform Guidance requirements.

P. Disallowed Costs

Costs determined to be unallowable or improperly documented must be repaid. Failure to identify disallowed costs during monitoring does not waive OWB's right to recover such costs.

Q. Intellectual Property and Data Rights

Any data, materials, or products developed with WIOA funds will be subject to federal and state rights, including unrestricted use for governmental purposes, as specified in the final contract.

R. Independent Sub-recipient Status

The successful proposer will act as an independent Sub-recipient and not as an employee or agent of OWB. Nothing in the resulting contract shall be construed to create an employer-employee relationship.

S. Severability

If any provision of the resulting contract is found unenforceable, the remaining provisions shall remain in effect.

T. Legal Authority

Proposers must certify that they possess the legal authority to enter into a contract and to fulfill all obligations required under the award.

U. Compliance with Federal Requirements

Any resulting contract will incorporate applicable provisions of Appendix II to 2 CFR Part 200 and other federal requirements, as applicable.

V. Order of Precedence

In the event of conflict among governing authorities, the order of precedence established by federal and state law shall apply, with WIOA and federal regulations controlling.

IX. Service Provision Terms and Conditions

The following service provision terms and conditions describe requirements that will apply to any contract(s) awarded as a result of this Request for Proposals (RFP). By submitting a proposal, proposers acknowledge and agree that these provisions may be incorporated into the final contract without further negotiation, except where expressly permitted by OWB.

A. Insurance Requirements

The successful proposer(s) will be required to provide OWB with satisfactory evidence that all required insurance policies are in effect prior to contract execution and will remain in force throughout the contract period. Insurance policies must include provisions requiring at least thirty (30) days' prior written notice to OWB in the event of cancellation or material modification. If a Sub-recipient holds multiple contracts with OWB, separate insurance and bonding endorsements may be required for each contract. Failure to maintain required insurance or bonding may result in payment withholdings, corrective action, or contract termination.

Required insurance coverage may include, but is not limited to, the following:

Liability Insurance:

The Sub-recipient will be required to maintain general liability insurance, including contractual liability coverage, with minimum limits of \$1,000,000 aggregate and \$500,000 per occurrence. The policy must include an endorsement naming OWB and the Consortium of Local Elected Officials as additional insureds.

Motor Vehicle Insurance:

If motor vehicles are used in the performance of contract activities, the Sub-recipient must maintain motor vehicle insurance with minimum coverage limits of \$100,000 for property damage, \$100,000 liability per occurrence, and \$300,000 aggregate liability, including uninsured motorist and personal injury protection coverage.

Workers' Compensation Insurance:

The Sub-recipient must maintain workers' compensation insurance covering all employees. If the Sub-recipient directly compensates WIOA participants, coverage must extend to those participants as required by law.

Bonding:

The Sub-recipient will be required to maintain an employee fidelity bond for all individuals authorized to receive, deposit, or disburse funds, or to issue financial instruments. The bond must be in an amount equal to \$100,000 or one-half of the total contract value, whichever is less, name OWB as beneficiary, and remain in effect for at least twelve (12) months following contract termination.

Property Insurance:

Property and equipment purchased with WIOA funds by OWB will be insured by OWB. Sub-recipients are responsible for insuring any property or equipment purchased with non-WIOA funds.

Errors and Omissions Insurance:

The Sub-recipient may be required to maintain errors and omissions insurance sufficient to cover the full amount of funds received under the contract, with OWB and the Consortium of Local Elected Officials named as additional insureds. This requirement may be waived if the Sub-recipient provides documented evidence of sufficient financial resources to cover potential disallowed costs.

B. Equal Employment Opportunity (EEO) Compliance

Any Sub-recipient selected under this RFP will be required to comply with all applicable federal, state, and local nondiscrimination and equal opportunity laws. No individual may be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with services provided under the contract based on race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

In accordance with Section 188 of the Workforce Innovation and Opportunity Act and 29 CFR Part 37, Sub-recipients must implement policies and practices that promote equal opportunity, provide reasonable accommodations for individuals with disabilities, ensure program accessibility, post required EEO notices, conduct staff training, and establish procedures for addressing discrimination complaints. Allegations of discrimination must be promptly investigated and reported in accordance with applicable requirements.

C. Stevens Amendment

The Oklahoma's Workforce Board's WIOA Title I programs are funded one hundred percent (100%) by the U.S. Department of Labor. Award information is available on the Board's website at <https://cowib.org/>.

D. Duplicate Funding

Sub-recipients will be prohibited from charging costs to the resulting contract that are already allocated to another funding source. Sub-recipients must disclose any additional funding applied for or received that affects the cost or performance of services and must coordinate funding sources in

accordance with 20 CFR § 680.230. OWB reserves the right to renegotiate contract terms to reflect changes in funding allocation.

E. Participant Rights

Sub-recipients will be required to protect the rights of WIOA participants and comply with all applicable regulations governing participant employment, training, and services.

Employment Terms and Working Conditions:

Participants placed in subsidized employment must receive wages, benefits, and working conditions comparable to those provided to similarly situated employees, consistent with 20 CFR § 680.700. WIOA funds may not be used for retirement system contributions.

Orientation:

Participants must be provided orientation covering program goals, attendance expectations, available services, and program requirements during their initial engagement with the workforce system. Participants must be informed of any subsequent changes.

Disciplinary Procedures:

Sub-recipients must establish procedures for addressing participant performance or conduct issues and coordinate with OWB staff to resolve concerns. Participants may not be terminated from the WIOA program without prior notification to OWB, except in cases involving immediate safety concerns.

Confidentiality:

Sub-recipients must maintain the confidentiality of all participant records and protected information in compliance with applicable privacy laws and regulations.

F. Participant Safety

Sub-recipients must ensure safe and appropriate training and employment conditions for participants in accordance with 20 CFR § 683.280 and applicable state and federal safety standards. Participants must be adequately supervised, and all worksites must comply with State of Oklahoma health and safety regulations.

G. Participant Grievances

Sub-recipients will be required to adopt and implement grievance and complaint procedures consistent with 20 CFR § 683.600 and 29 CFR § 38.25 and in alignment with OWB grievance policies. Participants must be informed of grievance procedures, and Sub-recipients must comply with final determinations issued through the grievance process. Sub-recipients must also ensure that sub-contractors, including on-the-job training employers, are informed of applicable grievance procedures.

X. Proposal Narrative Instructions

Proposers must submit a complete narrative response organized in the sections outlined below. Each section must clearly address the specified requirements and adhere to the stated page limits. Page limits apply only to narrative content unless otherwise noted. Failure to follow these instructions may result in the proposal being deemed non-responsive.

A. Proposer Contact Information and Description of Organization

Page Limit: Six (6) pages

Proposers must identify a single individual to serve as the primary point of contact for the proposal. This individual must be knowledgeable about the proposer's organizational capabilities, contractual and financial matters, and have the authority to negotiate contractual issues on behalf of the proposer.

Include the following information:

- The full name, title, mailing address, telephone number(s), fax number (if applicable), and email address of the designated contact person.
- A description of the proposer's legal entity type and the principal functions performed by the organization.
- An organizational chart that identifies key staff by name and position.
- Information on the length of time the organization has been in operation and the length of time it has provided services similar to those proposed under this RFP.
- A list of professional references, including contact information, length of the relationship, and a description of the services provided or the capacity in which the proposer worked with the reference.

B. Service Delivery Approach and Staffing Plan

Page Limit: Twenty-four (24) pages total for all subsections below

Proposers must describe how they will staff, manage, and deliver services in accordance with the requirements of this RFP. Responses must be organized using the headings below and must clearly identify which services are being proposed.

Adult and Dislocated Worker Career and Training Services

Address each of the following:

1. Describe how staff will be assigned and deployed to maximize service delivery efficiency.
2. Describe the proposer's philosophy and approach to customer-centered service delivery.
3. Describe how each required service will be delivered.
4. Describe service delivery within the One-Stop system, including integrated and/or functional service models and management of non-comprehensive centers.

5. Describe how staff will collaborate with One-Stop partner staff to achieve an integrated, high-performing service delivery system.
6. Describe the organization's philosophy regarding community involvement, including staff participation with local organizations, agencies, schools, Chambers of Commerce, boards, and committees throughout the region.
7. Describe any special projects the proposer believes would benefit workforce clients.
8. Describe challenges faced by the general population and WIOA-eligible adults and dislocated workers in achieving and maintaining self-sufficiency.
9. Describe the proposer's role in serving dislocated workers receiving services through National Dislocated Worker Grants or Trade Adjustment Assistance.
10. Describe how On-the-Job Training (OJT) activities will be implemented and managed.
11. Describe strategies to meet or exceed negotiated performance levels, including the state-mandated forty percent (40%) expenditure requirement for training activities.

Youth Services

Address each of the following:

1. Describe the youth service delivery structure and methods to engage and retain youth until positive outcomes are achieved
2. Describe recruitment strategies to ensure youth enrollment reflects regional demographics and includes participants from all counties; include estimated enrollment by county.
3. Describe how the proposer will meet the seventy-five percent (75%) expenditure requirement for out-of-school youth and how services will be structured to focus on that population.
4. Describe processes for identifying required youth program elements, assessing which elements are available in the community, and communicating unmet needs for procurement through the fiscal agent.
5. For each required youth program element, provide a brief narrative describing typical participant needs addressed and planned outcomes. Specifically address strategies for engaging out-of-school youth who are basic skills deficient and ensuring literacy and numeracy gains within one year of enrollment.
6. Describe follow-up services to be provided to youth participants.
7. Describe how service delivery will contribute to meeting local youth goals, outcomes, and negotiated state performance measures.
8. Describe how required youth surveys will be developed, administered after group activities or training, and used to inform program improvements.
9. Describe any special projects proposed to benefit workforce youth participants.
10. Describe strategies for engaging targeted youth populations with barriers to participation.

Business Services

Address each of the following:

1. Describe how business services efforts will be coordinated with the Board's Business Services Team.
2. Describe strategies to enroll participants into apprenticeship programs and increase apprenticeship opportunities in the region.
3. Describe how On-the-Job Training opportunities will be promoted to employers.
4. Describe how staff will coordinate OJT activities with the Board's Business Services Team.
5. Describe participation in the Business Services Network and methods for sharing information and coordinating services among partners.

C. Qualifications of Staff

Page Limit: Eight (8) pages

1. Describe the qualifications required for staff delivering services under this RFP.
2. If staff have been identified, provide names, titles, and relevant experience.
3. Identify corporate or centralized staff who will support or interact with local field staff, including their roles and qualifications.

D. Program and Performance Measures

Page Limit: Twelve (12) pages

1. Describe the proposer's understanding of each applicable performance measure.
2. Explain strategies and processes that will be used to assist the Board in meeting or exceeding negotiated state performance measures.
3. Describe systems and practices to ensure performance accountability and continuous improvement.
4. Complete and submit the Projected Performance Form as required.

E. Previous Experience

Page Limit: Seven (7) pages

1. Describe current and prior experience delivering programs or services similar to those proposed.
2. Provide data demonstrating programmatic and fiscal effectiveness.
3. Describe experience with service integration, functional supervision, joint case management, information sharing, and staff cross-training.
4. Describe experience developing Individual Employment Plans or similar tools, including references with contact information.

F. Monitoring and Self-Evaluation

Page Limit: Four (4) pages

1. Describe monitoring and self-evaluation processes, including activities monitored, responsible staff, and corrective action procedures.
2. Describe financial self-monitoring processes, including expenditure-to-budget analysis.
3. Describe the proposer's audit plan.
4. Include the auditor's opinion page from the most recent audit and pages describing any questioned costs or findings (audit pages are not included in the page limit).

G. Budget Narrative

Page Limit: Five (5) pages (Budget forms excluded)

Proposers must submit a detailed program budget using the required Budget Information Forms and In-Kind Contribution Forms. A separate narrative may be included to explain assumptions, cost allocations, or other relevant budget information.

H. Statement of Administrative Ability

Page Limit: Three (3) pages

1. Describe administrative systems and supports used to manage program operations.
2. Describe financial management systems and cost allocation methodologies.
3. Describe systems in place to prevent over-obligation of funds.
4. Describe procedures to ensure proper charging of costs to appropriate cost categories, grants, contracts, and cost objectives.

I. Certifications

Certificate Regarding Drug Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 29 CFR Part 98, Section 98.305, Section 98.20 and Subpart F, as amended in Volume 60 of the Federal Register on June 26, 1995 at 20 CFR Section 98.600.

The Proposer certifies that it will continue to provide a drug-free workplace and that it is and will continue to be compliant with the Drug-Free Workplace Act.

Certificate Regarding Conflict of Interest

Oklahoma's Workforce Board maintains a written code of conduct that governs the performance of its members, the committee members, employees, and agents engaged in the award and administration of contracts.

The proposer certifies that it is either not aware of any potential conflicts of interest between itself and Oklahoma's Workforce Board or that if there is a potential conflict of interest between itself and Oklahoma's Workforce Board, the proposer shall declare this potential conflict of interest.

Certificate Regarding Debarment

The proposer certifies that it and its principles: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) 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(s) under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in this paragraph; and (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

Certificate Regarding Lobbying

The proposer certifies that no funds have been paid or will be paid by or on behalf of the proposer, 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(s), the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal contract(s), grant, loan, or cooperative agreement. The proposer certifies that it is aware that a Certificate Regarding Lobbying, Certification for Contracts, Grant, Loans, and Cooperative Agreements will be included in the contract(s) that will be awarded through this proposal.

Certificate Regarding Compliance with Federal Laws

The proposer certifies that it is an Equal Opportunity Employer and is compliant with 29 C.F.R. §38.25 in addition to Section 188 of the Workforce Innovation and Opportunity Act, the Americans With Disabilities Act, the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), the Age Discrimination Act of 1975, and Executive Orders 11246 and 11375. The proposer certifies that it will provide guidelines for client grievance procedures.

Certification of Intent to Participate in the One Stop Delivery System

The proposer certifies that it, if selected for a contract(s) through this proposal, agrees to support the WIOA One Stop concept and agrees to establish a cooperative and mutually beneficial relationship between the One Stop Partners to participate in the planning and implementation of individual and mutual duties, obligations, and responsibilities under the Workforce Innovation and Opportunity Act. The proposer certifies that it will participate in the local integration plan and will fully participate in the integrated and functional delivery of services that have been approved by the Workforce Development Board.

Certification of Indemnification

The proposer certifies that it is aware that an indemnification clause will be included in the contract(s) that is awarded as a result of this proposal. The proposer certifies that it is aware that the indemnification clause will state that the proposer (contract(s)or) shall indemnify and hold harmless Oklahoma’s Workforce Board, its officers, agents, and employees and the Central WIOA Consortium of Chief Elected Officials from liability of any nature and kind, including costs, expenses, and attorney fees, for or on account of any actions, claims, suits, and damages of any character whatsoever arising out of any negligent act or omission of the proposer (contract(s)or) or any of its employees, agents, volunteers, sub-recipient(s), or representatives.

Certificate Regarding Cost Data

The proposer certifies that to the best of its knowledge and belief, the cost data submitted is accurate, complete, and current at the time this proposal is submitted.

Certificate Regarding Transitioned Clients

The proposer certifies that it will honor the original plan of service to all clients that are being transitioned from a previous service provider. Clients that are “transitioned” are those eligible youth, adults and dislocated workers that are receiving WIOA services and have been registered as a WIOA client prior to the effective date of the contract(s) arising from this RFP. The proposer certifies that services to those transitioned clients will not be interrupted.

XI. Proposal Submission Requirements

Proposers must submit a complete proposal package that strictly follows the required proposal format and sequence outlined in this RFP. All data elements identified in the proposal outline must be fully addressed and clearly explained. Proposals that are incomplete, do not follow required formatting or organization, or are received after the submission deadline may be deemed non-responsive and will not be considered for award.

Submission of a proposal in response to this RFP constitutes a legal and binding offer that shall remain valid for a period of not less than ninety (90) days from the proposal submission deadline.

COWIB is not liable for any costs incurred by organizations in the preparation or submission of a proposal prior to contract award.

A. Proposal Assembly and Required Contents

Proposals must be organized in the following order. This checklist is provided for proposer convenience and should not be included as part of the submitted proposal.

1. Cover Page (must identify the services and service area proposed)
2. Proposal Narrative Sections (A–H) (as outlined in this RFP)
3. Certifications and Signature Section (I)

4. In-Kind Costs Contributed Forms (if applicable)
5. Budget Information Forms
6. Projected Performance Form
7. Required Attachments
 - Pages from the proposer’s most recent audit report and/or monitoring reports, as applicable

The signature page must be completed, signed, and notarized. Proposals that do not include a properly executed signature page will not be accepted for review.

B. Formatting Requirements

All proposals must comply with the following formatting standards:

- Page numbering is required on all pages.
- The Cover Page must be Page 1.
- A 12-point font must be used throughout the proposal narrative (tables and charts may use an equivalent readable font size).
- Pages containing charts, tables, or graphics must be formatted to fit on a single page and remain legible.
- Proposers are responsible for ensuring the proposal is clearly organized, complete, and readable.

Failure to comply with formatting requirements may result in point deductions or a determination of non-responsiveness.

C. Submission Method, Copies, and Deadline

Proposers must submit:

- One (1) original proposal, clearly marked “Original”, containing original signatures;
- Five (5) paper copies (for a total of six complete response packages); and
- One (1) electronic copy in PDF format provided on a flash drive.

All proposal materials must be delivered to:

Ashley Sellers
Oklahoma’s Workforce Board
3813 N. Santa Fe Avenue, Suite 135
Oklahoma City, Oklahoma 73118

All proposals must be received in a sealed package no later than:

12:00 p.m. (CDST), August 7, 2026

Proposals received after this date and time will not be accepted and will be returned to the sender unopened, regardless of the reason for delay.

The outer packaging must clearly identify the sender and include the following statement:

“Proposal for Oklahoma’s Workforce Board WIOA Adult / Dislocated Worker, and Youth Programs”

Proposals may be submitted via regular mail, express delivery, or hand delivery. Faxed or emailed proposals will not be accepted under any circumstances, as this is a sealed bid procurement.

The copy marked “Original” shall take precedence over all other copies in the event of any discrepancy. Containers holding original documents must be clearly marked “ORIGINAL DOCUMENTS.”

D. Ownership of Proposals and Proprietary Information

All data and documentation submitted in response to this RFP become the property of the Central Oklahoma Workforce Investment Board (COWIB), dba Oklahoma’s Workforce Board. Proposal contents will not become public information until a contract has been approved and executed.

Proposers requesting that certain information be withheld from public disclosure after contract execution must comply with Oklahoma public records law. To request proprietary treatment, proposers must:

- Submit proprietary information in a separate sealed package, clearly marked “PROPRIETARY”;
- Include a separate sheet identifying which sections are proprietary or copyrighted; and
- Limit proprietary claims to information that meets the legal definition of proprietary information.

Proposers may not designate the entire proposal as proprietary. Cost proposals may not be marked as proprietary.

Failure to follow proprietary submission instructions may result in disclosure of the information. Proposers may be required to identify specific competitors who would gain an advantage from disclosure and describe the nature of that advantage. While reasonable efforts will be made to protect properly submitted proprietary information, COWIB assumes no liability for disclosure and makes no guarantee of confidentiality.

XII. Selection Process

The proposal evaluation criteria are intended to guide proposers in preparing their responses and assist evaluators in conducting a fair and consistent review. However, the final decision regarding contract award rests solely with Oklahoma’s Workforce Board (OWB). OWB is not required to award a contract to the proposer receiving the highest score. Proposals that fail to meet minimum requirements will be deemed nonresponsive and will not be considered for award.

Proposers that meet minimum standards may be invited to participate in an oral presentation and respond to questions from the Proposal Evaluation Committee as part of the review process.

A. Minimum Standards for Responsiveness

To be considered responsive, proposals must meet all of the following minimum standards:

1. Proposals must be received by the submission deadline and at the location specified in this RFP. Late proposals will not be accepted or reviewed.
2. Proposals must meet all Proposal Narrative Requirements identified in this RFP.
3. Proposers must meet eligibility requirements as described in the Eligible Bidders section of this RFP.
4. The proposal and all required signature forms must be signed by an authorized representative of the proposer.
5. Proposers intending to use subcontractors or sub-recipients must include signed certifications from each entity attesting to their agreement with the terms of the proposal and any resulting contract.

Failure to meet any minimum standard may result in disqualification.

B. Evaluation and Selection Criteria

The primary consideration in selecting a proposer will be the organization's demonstrated effectiveness in delivering comparable or related services. This determination will be documented in writing and may consider, but is not limited to, the following factors:

1. The ability to meet program design specifications at a reasonable cost and achieve required performance outcomes;
2. Adequate financial resources or the demonstrated ability to obtain such resources;
3. A satisfactory record of past performance in workforce programs, including Adult, Dislocated Worker, and Youth services, and evidence of quality service delivery and reasonable dropout rates;
4. The ability to provide or coordinate appropriate supportive services consistent with individual employment plans;
5. The ability to deliver services leading to measurable skill gains and achievement of competency standards;
6. A demonstrated record of integrity, business ethics, and fiscal accountability;
7. Adequate organizational structure, experience, accounting systems, and internal controls; and
8. The technical expertise necessary to successfully perform the required work.

C. Proposal Evaluation Committee Process

The Proposal Evaluation Committee will review and score all responsive proposals. The Committee may request clarifying information from proposers as needed. Finalists may be invited to participate in an

oral presentation lasting approximately twenty (20) to thirty (30) minutes, followed by questions from Committee members.

Upon completion of the evaluation process, the Committee will authorize staff and the fiscal agent to enter into contract negotiations with one or more proposers. OWB has delegated authority to the Evaluation Committee to make final selection decisions.

D. Evaluation Scoring

Proposals received after the submission deadline will not be reviewed. The signature page must be fully completed and properly executed or the proposal will be considered nonresponsive.

A proposal must receive a minimum score of 150 points to be eligible for contract consideration. A score of 150 or higher does not guarantee award. Proposals receiving less than 130 points will be considered unacceptable. The maximum possible score is 200 points.

Evaluators may award all, some, or none of the points available for each criterion.

E. Evaluation Criteria and Point Allocation

Evaluation Item	Point Range	Maximum Points
Format and Completeness (up to 10 points may be deducted for noncompliance)	0 to (-10)	0
Delivery of Required Services	0 – 35	35
Qualifications of Staff	0 – 15	15
Performance Measures	0 – 30	30
Previous Experience	0 – 30	30
Monitoring and Self-Evaluation	0 – 10	10
Budget	0 – 35	35
Administrative Ability	0 – 10	10
Demonstrated Knowledge of Programs and Objectives	0 – 35	35
Total Possible Points		200

F. Limitations

- OWB is not liable for any costs incurred by proposers in responding to this RFP.
- OWB reserves the right to accept or reject any or all proposals, cancel or reissue this RFP in whole or in part, or make no award.
- OWB reserves the right to award contracts for all or part of the services solicited in quantities deemed to be in the best interest of the workforce area.
- OWB reserves the right to correct errors and issue amendments to this solicitation as necessary.

- OWB reserves the right to negotiate final contract terms and to amend contracts as needed to meet workforce system needs.
- OWB may contact references, partners, or other entities with knowledge of a proposer’s qualifications or performance and may request additional information.
- OWB reserves the right to conduct on-site reviews of records, systems, and procedures, including background checks, before or after award. Misrepresentation may result in cancellation of award.
- Awards are contingent upon receipt of adequate funding and may be reduced or withdrawn due to funding changes or legislative action.
- Proposers shall not offer gratuities or items of value to influence the procurement process.
- Conflicts of interest are prohibited in accordance with WIOA requirements.
- Proposers shall not engage in activities that restrict or eliminate competition.
- All proposals must be original work products of the proposer.
- Contents of a successful proposal may become contractual obligations.
- Failure to execute a contract may result in cancellation of award and recovery of damages.
- OWB may withhold or withdraw awards until all compliance issues are resolved.

G. Right to File a Grievance

Any organization submitting a proposal under this RFP has the right to file a protest. Protests must be submitted in writing to:

Ashley Sellers, Chief Executive Officer
 Oklahoma’s Workforce Board
 3813 N. Santa Fe Avenue, Suite 135
 Oklahoma City, OK 73118

The Chief Executive Officer will attempt to resolve the protest informally within ten (10) working days. If unresolved, the protest may be submitted to the OWB Executive Committee, which will issue a written decision within thirty (30) days. No further appeals will be permitted at the local level.

The Oklahoma Employment Security Commission (OESC) and/or the U.S. Department of Labor will review a protest only if all local administrative remedies have been exhausted and the protest alleges a violation of federal law, state law, or established protest procedures.

Certificate Regarding RFP Content

The proposer certifies that it has read all of the information presented in the RFP. The proposer certifies that it understands that the contract(s) that will arise from this RFP will have the conditions, stipulations, and requirements that are stated in the RFP and that the contract(s) will have other legal provisions that are standard and customary contract(s) provisions, but which are not specifically shown in this RFP.

The proposer (proposer's representative) being duly sworn upon oath, deposes and says:

- That I executed the accompanying proposal on behalf of the Proposer, and that I had the lawful authority to do so.
- That the prices in this proposal have been arrived at independently.
- That the Proposer has not directly or indirectly entered into any agreement, express or implied, with any other actual potential proposer or Proposers having for its objective the controlling of the amounts of Proposal, or the limiting of the number of Proposal or proposers.
- That the Proposer has not paid, given or donated or promised to pay, give or donate to the OWB or any officer or employee of the OWB any money or other thing of value, including any special consideration, either directly or indirectly, in seeking to procure this contract(s).
- That, unless otherwise required by law, the prices quoted in this proposal have not been and will not be knowingly disclosed by Proposer until after Proposal are opened.
- I understand that this proposal represents a legal offer to provide the services herein described, at the prices stated herein. This proposal is binding for a period of 90 days from the date submitted.
- That, by signing and submitting this proposal, the proposer agrees to each of the certifications contained in this proposal.

Signature of Proposers Representative

Typed Name & Title

Name of Proposer

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary Public
SEAL

My Commission Expires ___/___/

Proposed Budget- WIOA Title I Services

(Need a separate budget for Adult/Dislocated Worker and Youth Programs)

Proposed Budget Summary October 1, 2026 through September 30, 2027		
	Cost	% of Total
Staff Salaries:		
Staff Fringe:		
Staff Travel:		
Staff Training:		
Direct Participant Cost (Pass through)		
Program Management:		
Profit:		
Total Proposed Cost Reimbursement Budget:		100%

Direct costs are those costs associated with staff providing direct participant services and housed in a workforce center or satellite office.

Program Management is the costs associated with the corporate overhead cost in administering the contract. These costs would typically include the cost of required insurances, audit, a portion of space rental, communication needs, utilities, accounting functions and other necessary administrative costs. The proposed cost should be documented and explained in the budget narrative. The bidder would need to detail how cost would be shared and distributed to the locations in the area they propose to serve. If the organization has an approved indirect rate, then their proposed indirect cost would show on this line.

Direct Programmatic Costs: Leveraged from other Programs/ Resources:

# of Positions	Title * (must be described below)	Gross Monthly Salary (\$)	% of Time	# of Months	WIOA Total Cost (\$)	Other Program Name	Salary %	Other Program Total	Both: WIOA and Other Program(s) Total (\$)

Certification Regarding Debarment, Suspension, and Other Responsibility Matters

Primary Covered Transactions

Applicant Organization

This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspensions and 2 CFR Part 180—Grants and Agreements

- (1) The prospective subrecipient, (i.e., grantee) certifies to the best of its knowledge and belief, that it and its principals:
- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) 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 or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) 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.
- (2) Where the prospective subrecipient is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature

Date

Typed name and Title of Authorized Representative

Certification Regarding Drug-Free Workplace Requirements

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 29 CFR Part 98, Subpart F Drug-Free Workplace Act of 1988. The statute ([PL 100-690] P.L. 100-690, 102 Stat. 4181; Title V, Subtitle D, [41 USC 701] 41 U.S.C. 701 - 707); WIOA 683.200(d) Government-wide debarment and suspension, and government-wide drug-free workplace.

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- A. Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B. Establishing an ongoing drug-free awareness program to inform employees' about—
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. 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.
- D. Notifying all employees in the Statement required by paragraph A. that, as a condition of employment under the grant, the employee will—
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- E. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph D.2. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.
- F. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph D.2., with respect to any employee who is so convicted –
 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirement of the Rehabilitation Act of 1973, as amended; or
 2. 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;
- G. Making a good faith effort to continue to maintain a drug-free workplace through the implementation of paragraphs (A), (B), (C), (D), (E), and (F).

Typed Name of Certifying Official

Signature

Date

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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 an 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, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
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, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," 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 subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) 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 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.

Signature

Date

Typed name and Title of Authorized Representative

Certificate Regarding Conflict of Interest

By signing and submitting this Certificate Regarding Conflict of Interest the undersigned covenants that no officers, members or employees of its governing board have any interest, and that none shall acquire any interest, direct or indirect, that would conflict with full and complete execution of this contract. Sub-recipient further covenants that in the performance of this contract, no person having any such interest will be employed

No employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of the recipient shall neither solicit no accept gratuities, favors or anything of monetary value from Sub-recipients, or parties to sub agreements.

Signature

Date

Typed Name and Title of Authorized Representative

Projected Performance

Adult and Dislocated Worker Services				
Period of Performance: October 1, 2026 through September 30, 2027				
Projected <i>Cumulative</i> Participant Service Levels	Ending 12/31/2026	Ending 3/31/2027	Ending 6/30/2027	Ending 9/30/2027
Skill Development (IEPs)				
Obtain a Measurable Skill Gain				
Occupational Training (ITAs)				
Completing Training				
Receiving a Credential				
Entering OJT				
Entered Registered Apprenticeship				
Enrolled in STEM Training				
Entering a Transitional Job				
Clients Employed after Services				
Training Expenditure Rate				
Customer Satisfaction Rate				

Youth Services				
Period of Performance: October 1, 2026 through September 30, 2027				
Projected <i>Cumulative</i> Participant Service Levels	Ending 12/31/2026	Ending 3/31/2027	Ending 6/30/2027	Ending 9/30/2027
New Enrollments				
Obtain a Measurable Skill Gain				
Enrolled in Occupational Training				
Obtain Educational Credential				
Entering Employment				
Entering Work Experience				
Enrolled in STEM Training				
Entering OJT				
Completing Training				
Expenditure Rate on Work-Related Activities				
Expenditure Rate on OSY ≥ 75%				
Customer Satisfaction Rate				

Oklahoma's Workforce Board
Program Year 2026

Application Form

On behalf of:

Bidder Organization

Street Address

Mailing Address

City State Zip Code

Proposed Service

I am submitting the attached proposal for the delivery of Program Year 2026 services funded under the Workforce Innovation and Opportunity Act of 2014, PL 113-128 and its accompanying regulations, and I certify that I am authorized by the bidder to bind them to this proposal.

I certify that the contents of the application are truthful and accurate and the above named bidder agrees to comply with the policies stated in this application; and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named bidder is in agreement that the Oklahoma's Workforce Board reserves the right to accept or reject any proposal for funding; and that the above-named bidder has not been debarred or suspended from receiving federal grants, contracts, or assistance and that the above-named bidder waives any right to claims against the Local Elected Officials (LEO) Consortium, members and staff of Oklahoma's Workforce Board.

I understand that the Oklahoma's Workforce Board or the LEO Consortium has no obligation to fund this proposal and that no obligation will exist until a contract has been negotiated and entered. Upon issuance of a contract, I certify I will carry out the goals of the program according to the terms and conditions set forth in the contract and modifications thereto, including the Project Design and the Budget. I further certify that agency officials listed below are authorized to negotiate a binding contract for the bidder and will be available during proposal evaluation.

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone _____ email _____

Signature _____

Products & Services of the Workforce Delivery System

Orientation/Informational

- Labor Market Information
- Supportive Service Information
- UI Information
- Self Service/Job Referral
- Demand Occupational Information
- Financial Aide Information
- Follow Up Services
- Training Provider Information
- Initial Skills Assessment
- Veterans Service Information
- Career Consultation
- Youth Services
- Dislocated Worker Information

Talent Improvement (Short-Term Pre-Vocational) – Skills Improvement

- Job Readiness /Soft Skill/ Life Skills /DVD and Workbook
- High School Equivalency Preparation
- Mousearobics www.pbclibrary.org/mousing/mouercise.htm
- Microsoft Tutorials (<http://www.microsoft.com/education/tutorials.msp>)
- Online Talent Improvement www.gcflearnfree.org
- High School Equivalency (HSE) Preparation (TASC, GED, or HiSet)
- Grow with Google: <https://oklahoma.gov/libraries/digital-resources/grow-google.html>

Job Search Skills

- Interviewing Preparation
- Resumes and Application
- Job Search Overview
- Customized Resume Assistance
- Customized Labor Market Information
- Job Referrals

Occupational Training /Credentialing Opportunities /Skill Development Lab Opportunities

- Occupational Training
- OJT/Customized Training Opportunities
- Registered Apprenticeships
- Work Experience
- ITA
- IEP
- Case Management
- Supportive Services
- Paid Pre-Vocational Classes
- Comprehensive Assessment
- Individual Career Management
- Career Planning
- Proficiency Testing

Employer Based Services

- Job Fairs (virtual and/or in-person)
- Customized Labor Market Information
- Employer Application Management (self-assisted and staff-assisted)
- Mass Hiring Events
- Lay-off Aversion and Rapid Response
- Job Order Management
- Registered Apprenticeships
- Skills Based Hiring
- WOTC Tax Credit
- Federal Bonding
- Pre-employment Skills Assessment
- Referral Management