



Serving the counties of:

Boone, Cabell, Lincoln, Logan, Mingo, Putnam, and Wayne

**REQUEST FOR PROPOSAL FOR
WORKFORCE INNOVATION & OPPORTUNITY ACT:
Work Based Learning Services (WBLS)**

Release Date: [4/7/2025]

Proposals Due: [4/28/2025]

Funding Period: July 1, 2025 – June 30, 2026



Contents

Section I: Program Description & Background	3
1. Purpose of RFP	3
2. The Workforce Innovation and Opportunity Act	3
3. Region 2 Workforce Investment Board	4
4. Guidelines of The Work Based Learning Service Sub-Recipient	4
5. Eligible Respondents	7
6. Project Timeline & Funding.....	8
7. American Job Centers in Region 2	8
Section 2: Scope of Work.....	8
Section 3: Submission & Evaluation	122
1. Bidders Conference & Questions	Error! Bookmark not defined.2
2. Proposal Instructions	Error! Bookmark not defined.2
3. Evaluation and Award	133
4. Notice of Award	13
5. Appeals Process	13
6. Fiscal Review	133
7. Past Program Performance	133
8. Accessibility and Equal Opportunity	14
9. Contract Award	144
Reference Information	155
Attachment A: Cover Sheet	155
Attachment B: Conflict of Interest Form.....	166
Attachment C: Budget.....	177
Attachment D: References.....	188

Section I: Program Description & Background

1. Purpose of RFP

The South Western West Virginia Region 2 Workforce Investment Board is seeking proposals from qualified applicants for a sub-recipient to provide Work-Based Learning Services (WBLS) in the Region 2 area, which includes: Boone, Cabell, Lincoln, Logan, Mingo, Putnam and Wayne counties. The funding for this proposal is provided under the Workforce Investment Opportunity Act 2014 (WIOA) by the United States Department of Labor and the State of West Virginia to South Western West Virginia Region 2 Workforce Investment Board, Inc.

Applicants will focus on assisting the region in designing, marketing, implementing and administering a system that delivers WBLS services to assist unemployed, under-employed, eligible WIOA youth 16-24 and current incumbent workers to enter and/or sustain career advancements through work-based training. Work-Based training services include: Transitional Job Training (TJ), On-the- Job Training (OJT), Work Experience Youth 18-24 (WE), Apprenticeship(A), Incumbent Worker Training (IW), and Customized Training (CT). The funded jobs and training must be in a demand occupations or present evidence the position offers the job seeker transferable skills.

Applicants shall work to establish and develop relationships with large, small employers, their intermediaries and work collaboratively with partners and programs that are designed to meet workforce development needs of local employers of the region.

South Western West Virginia Region 2 WIB reserves the right to reject all bids and operate this service under the regulations of the Workforce Investment and Opportunity Act. (WIOA).

More information about the R2WIB, WorkForce West Virginia, and U.S. Department of Labor can be located on their respective websites:

- South Western West Virginia Region 2 WIB: <https://www.wvregion2.org/>
- WorkForce West Virginia: <https://workforcewv.org/>
- U.S. Department of Labor (WIOA): <https://www.doleta.gov/wioa/>

2. The Workforce Innovation and Opportunity Act

The South Western West Virginia Region 2 Workforce Investment Board's (R2WIB) One-Stop System services and programs are funded through the Workforce Innovation and Opportunity Act of 2014 (WIOA). Therefore, each Proposer must be familiar with state and federal requirements of this program and the R2WIB's local plan.

WIOA provides workforce development activities through statewide and local workforce development systems. These systems should increase employment, retention, earnings, and occupational skill attainment by participants and, as a result, improve the quality of the workforce. WIOA requires the creation of a One-Stop System through which job seekers and businesses will access One-Stop Services.

The R2WIB reserves the right to designate and fund the type and mix of specialized services that ensure the creation and maintenance of a One-Stop System that enhances the range and quality of workforce services to be made available in its constituent counties.

3. Region 2 Workforce Investment Board

The R2WIB is a 501(c)(3) non-profit organization designated as the administrative entity, organizer, and grant recipient of Workforce Innovation and Opportunity Act (WIOA) 2014 funds. The R2WIB encompasses a seven (7) county area in West Virginia consisting of the following counties: Boone, Cabell, Lincoln, Logan, Mingo, Putnam, and Wayne.

Mission: The R2WIB will forecast, fulfill, and monitor the education and skill needs of employers and individuals in order to meet the needs of both sets of customers. We will:

- Reduce or eliminate the barriers to economic development and barriers that separate skilled and unskilled workers.
- Increase the efficiency and effectiveness of customer links to resources.
- Monitor and provide incentives to system participants to encourage continuous improvements and to meet/exceed state performance goals.
- Coordinate and integrate training, education, and economic development systems to meet community and employment needs.

Vision: A skilled workforce that enables our economy to expand and individuals to be self-sufficient through an integrated system.

4. Guidelines of the Work Based Learning Service Sub-recipient

Provider(s) must cooperate with the WORKFORCE WV Career Centers in Region 2. The guidelines that follow provide the minimum level of operation required for the programs:

Sub-recipient GUIDELINES for WBLS:

1. Must have been in business for two (2) years, establish an office at the Huntington Comprehensive One-Stop, and schedule at least one day per month at Logan Satellite.
2. Must be a for-profit or non-profit corporation with a license to do business in West Virginia or an educational entity.
3. Must have record of successful operation of WBLS or other Work Programs.
4. Must meet all administrative assurances and provide required reports to Region 2 WIB in a timely manner
5. Experience working with private sector in contracting, providing technical assistance and brokering training services.
6. Build strong relationships with Economic Development Authorities and Chamber of Commerce in Region 2.
7. Design a system of contracting and reimbursing employers in cooperation with Region 2 WIB staff, Region 2 will actually write the reimbursement check.
8. Create system of outreach and marketing to private sector to involve it in WBLS services all outreach and marketing materials must be approved by Region 2 and note funding provided by **South Western West Virginia Region 2 Workforce Investment Board (SWWVR2WIB) all funds are federal.**
9. Identify a system of skills breakdown for employers and a method of measuring the successful completions of the skills list including a certification method.
10. Referral order: participants must meet requirements for a minimum of level 4 on Work-Keys Assessments, Workplace Documents, Graphic Literacy and Math. Level 4 not

required for all WBLS individuals already employed. Companies may use result of Workforce WV drug test if in agreement.

11. Coordinate all aspects of training with assigned Region 2 Career Planners.
12. Duration of OJT must be developed with employer on ONET or similar guidelines.
13. Coordinate eligible participant supportive services, earnings history, and follow-up with Career Planner.
14. Region 2 Executive Director must approve all WBLS contracts prior to employee start date. The contract must be for a demand occupation or present evidence the position has transferable skills that meet the economic development goals of Region 2 and first position must be filled within 45 days or contract is void.
15. A company exam based on industry standards may be substituted for Work Keys.

EMPLOYER GUIDELINES for Employment:

1. In business for at least one year in Region 2, may be waived by Region 2.
2. Must have current job description, may be organized as non-profit, for profit or government entity.
3. Meet all required government and industry safety regulations
4. Must be current in payments to Unemployment Insurance, Worker's Compensation, State, county and /or city taxes including business property.
5. Must be current on withholding payments to state and federal governments.
6. Cannot have laid-off employees in job title within last twelve (12) months and first hire must be filled within 45 days.
7. Union approval required if union involved
8. Pay rate must meet appropriate level by end of OJT.
9. Must respond to follow-up earnings by OJT contractor.
10. Employer will invoice the WBLS provider, for direct wage reimbursement only, not to exceed 50% of non-overtime wages for participants, depending on sliding scale for adults and dislocated workers. Transitional contracts are limited work experience up to 60 hours of reimbursement of wages not exceeding the maximum \$18.21 per hour. For youth participants the direct wage reimbursement OJT contracts may not exceed 500 hours at 50% of non-overtime wages.
11. For youth participants the direct wage reimbursement work experience contracts are defined as up to 500 hours with one employer and a total of 1000 hours in one year at 100% reimbursement.
12. Contract requires signatures of employer, sub-recipient, union if applicable, and must be signed by Region 2 Executive Director to be effective.
13. Participant must be an employee of employer, but Incumbent Worker (IW) may lead to a promotion that requires new skills, job title, a permanent increase in pay.
14. All OJT contracts are job title specific and are not open-ended agreements.
15. Agrees and complies with Region 2 WIB grievance procedure and assurances (EO, ADA, debarment, lobbying, drug free workplace, etc.)
16. Under CT, no reimbursement of wages only 40% reimbursement for the cost of training. If a group of employer's request training of non-employees under CT, reimbursement will be to maximum of 40% of cost of training based on number placed with participating company. This provision must be fully covered in the contract before training starts.

WIOA Performance Measure	Cohort Date Range	PY24 Negotiated Levels
Adult (A) Measures		
Employment Rate 2nd Quarter after Exit	7/1/2023- 9/30/2023	73.0%
Employment Rate 4th Quarter after Exit	1/1/2023- 3/31/2023	71.0%
Median Earnings	7/1/2023- 9/30/2023	\$7,000
Credential Rate	1/1/2023- 3/31/2023	79.0%
Measurable Skills Gain	7/1/2024- 9/30/2024	48.0%
Dislocated Worker (DW) Measures		
Employment Rate 2nd Quarter after Exit	7/1/2023- 9/30/2023	79.0%
Employment Rate 4th Quarter after Exit	1/1/2023- 3/31/2023	83.0%
Median Earnings	7/1/2023- 9/30/2023	\$10,500
Credential Rate	1/1/2023- 3/31/2023	83.0%
Measurable Skills Gain	7/1/2024- 9/30/2024	44.0%

Program Performance Goals PY 2024 WIOA Adult & DW Program.

The WBLS Provider will assist the Region 2 WIOA Youth Career Planners in developing employment connections and contracts with local employers and eligible WIOA 16–24-year-old youth participants. The provider will assist the Region 2 WIOA Youth Program in meeting the minimum federal expenditure of 20% of the youth funds on paid and unpaid work experiences and services that have the components of academic and occupational education. The types of work experiences include the following categories:

- A. Summer employment opportunities
- B. Employment opportunities throughout the school calendar
- C. Pre-Apprenticeship programs
- D. Internships and job shadowing
- E. On-the-job training opportunities

Youth (Y) Measures		
Employment/Placement Rate 2nd Qtr. after Exit	7/1/2023- 9/30/2023	65.7%
Employment/Placement Rate 4th Qtr. after Exit	1/1/2023- 3/31/2023	64.6%
Median Earnings	7/1/2023- 9/30/2023	\$3,600

Credential Rate	1/1/2023- 3/31/2023	61.0%
Measurable Skills Gain	7/1/2024- 9/30/2024	50.0%

Program Performance Goals PY 2024 WIOA Youth Program.

Additional responsibilities under Youth of the WBLS Provider:

- A. Develop and coordinate employment contracts with local employers that present evidence the position has transferrable skills that meet the economic goals for youth with barriers and or disabilities.
- B. Region 2 must approve all contracts prior to start date. Contracts must be signed by the Executive Director of Region 2.
- C. Coordinate & report all aspects of training with assigned Career Planners.
- D. Design a system of contracting and reimbursing employers in cooperation with Region WIB Staff, Region 2 will actually write the reimbursement check for the provider to deliver.
- E. Build strong relationships with employers, Economic Development Authorities, Chambers of Commerce and local non-profit agencies that employ or assist youth with valuable work experience.
- F. Provide monthly employment performance measure reports that display an increase in monthly credential and measurable skills gains to Region 2 WIB by the 10th working day of the following month.

5. Eligible Respondents

Proposer(s) may be any organization(s) structured in accordance with the state and federal laws with experience in youth work force development programs.

No entity may compete for funds if (1) the entity has been debarred or suspended or otherwise determined to be ineligible to receive federal funds by an action of any governmental agency; (2) the entity's previous contracts with the R2WIB have been terminated for cause; (3) the entity has not complied with an official order to repay disallowed costs incurred during its conduct of programs or services.

The R2WIB will afford full opportunity for minority and women-owned business enterprises to submit a show of interest in response to the invitation and will not discriminate against any firm or individual on the grounds or race, creed, color, sex, age, handicap status or national origin in the contract award.

Additional Requirements: The State and local boards shall ensure that in carrying out activities under this title:

1. Disclose any potential conflicts of interest arising from the relationships of the operators with training service providers or other service providers. An entity serving as Youth Employment Service Provider may also serve a different role with Region 2 WIB and perform some or all these functions when acting in its other role if it has established sufficient firewalls and conflict of interest policies and procedures.
 - a. Pursuant to 20 CFR 679.430, any entity selected or otherwise designated to perform more than one of the functions within the local One-Stop system must develop a written agreement with the local workforce development board and the CLEO to clarify how the

entity will carry out its responsibilities while demonstrating compliance with WIOA and corresponding regulations, relevant Office of Management and Budget circulars, the State's conflict of interest policy, and the R2WIB conflict of interest policy.

2. Do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
3. Comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.
4. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the Americans with Disabilities Act to be eligible.

6. Project Timeline & Funding

The table below provides a timeline of activities for this procurement.

Activity	Date
RFP Release	April 7, 2025
Bidder Conference & Questions -by telephone (see page 12)	April 21, 2025 1:00PM
Proposal Deadline (email only)	April 28, 2025 5:00PM
Interviews (if necessary)	Week of May 19, 2025
Recommendation to R2WIB Full Board	Week of May 26, 2025
Contractual Start Date	Tuesday, July 1, 2025

The funding amount is based on a twelve (12)-month budget for the WBLS contract. The annual contract may be renewable up to two (2) times pending funding and/or that contractual requirements are being met.

7. American Job Centers in Region 2 service area:

The R2WIB has one comprehensive center and one affiliate center:

- **Cabell County:** 2699 Park Ave., Ste. 210, Huntington, WV 25704
- **Logan County:** 130 Stratton St., Ste. 116, Logan, WV 25601

Section 2: Scope of Work

Proposals should be developed and organized as outlined below. Interested bidders should respond to each section's requirement in its entirety. For example:

Experience and Capacity

- 1) *Briefly describe your organization's history, including the number of years in operation, past services provided, and customer and geographies served.*
 - a. *[Insert organization's response]*
- 2) *Explain how your organization's vision, mission, and objectives align with this funding opportunity.*
 - a. *[Insert organization's response]*



Experience & Capacity (10 points)

1. Briefly describe your organization's history, including the number of years in operation, past services provided, and customers and geographies served.
2. Explain how your organization's vision, mission, and objectives align with this funding opportunity.
3. Describe your organization's governance and management structure, vision and mission, objectives, and major programs and/or services.
4. Describe your organization's financial and administrative experience and capabilities managing and accounting for multiple federal, state, and local funding sources and conducting self-monitoring for performance and compliance. Bidders must be in accordance with Generally Accepted Accounting Principles (GAAP).
5. If submitting a response as a consortium, explain your rationale for the R2WIB model and how collaboration will be managed. Identify the lead consortium partner and describe the roles and responsibilities of each partner. Attach a detailed MOU between all consortium partners.
6. If subcontractors are included in the proposal, explain your rationale for their inclusion and describe the roles and responsibilities of each subcontractor. Attach a detailed MOU with each subcontractor included in the proposal.

Qualifications (15 points)

7. Describe your organization's project management experience within the past three (3) years. Describe the nature and scope of the work performed and quantify the scale of work in terms of contract amount and number of personnel and/or participating entities.
8. Describe your organization's relationship management experience within the past (3) years, including experience with:
 - a. Developing and facilitating complex partner relationships
 - b. Facilitating collaboration across multiple partners
 - c. Negotiating
 - d. Resolving conflicts and mediating between partners.
9. Describe your experience developing and implementing continuous improvement processes within the past three (3) years.
 - a. Describe the nature and scope of the processes implemented and quantify the work in terms of contract amount, complexity, and scale of processes, and/or other relevant parameters. Describe methodologies and technologies used.
10. Describe your organization's relevant industry experience within the past three (3) years, including experience with:
 - a. Operating workforce development programs
 - b. Operating social service programs
 - c. Working with WIOA One-Stop Partners
 - d. Contracting with governmental or quasi-governmental agencies.
11. Describe your organization's experience working in the similar communities (geography, size, demographics, labor market, etc.,) within the past three (3) years. Explain your understanding of the social and economic challenges facing the region and describe how your organization has provided or tailored services to address these challenges.
12. Attach three (3) letters of reference that attest to your organization's experience

Staffing Plan (15 points)

- 13.** Specify the annual percent FTE budgeted for each staff (specify title) who will perform the work of the Youth Employment Service Coordinator.
- 14.** Provide a detailed explanation of the role each staff will play in executing the proposed program design.
- 15.** Describe the management and reporting structure that will govern the work of the proposed staff.
- 16.** Describe how your organization will evaluate individual staff performance on executing the proposed program design of youth employment services.
 - a. Describe your practices for staff performance review and improvement, including any specific evaluation criteria or tools that may be used.
- 17.** Provide the name and title of the lead individual staff person who will perform the services of the Youth Employment Service Operator. Describe the relevant education and training, professional experience, skills, and other characteristics that qualify them to perform the proposed role.
 - a. Attach a current resume (with up-to-date information on current title and functions) for each proposed staff.
 - b. Attach a job description for each proposed staff position that has not yet been hired.
- 18.** Describe your organization's professional development policies and practices.
 - a. How will your organization develop proposed staff to ensure that they maintain current knowledge and skills required for the scope of work?
 - b. What development activities and resources does your organization provide internally to staff?
 - c. What external development activities and resources do you make available to staff?
 - d. Describe how managers and supervisors support staff development.

Project Design (35 points)

- 19.** Describe the strategies, methods, and specific activities your organization will undertake to successfully perform each of the following functions and responsibilities of the role of Employment Youth Services Provider.

Budget (25 points)

- 20.** Provide a budget narrative that justifies each proposed expense included on the Budget Form. Fully explain the proposed programmatic costs. For example, if funding is budgeted for support services, describe types of assistance that might be provided with the funds.
- 21.** Identify any in-kind resources/support for the service delivery system beyond what is requested in the budget. Include each committed or proposed source of funding and the amount of that funding.
- 22.** Describe your organization's contingency plans to repay the R2WIB in the event there are any disallowed costs because of an audit or monitoring review.
- 23.** Describe how the proposing agency will financially support the costs of doing business until an invoice can be submitted and paid by the R2WIB.
- 24.** State what method of payment will be requested, either fixed unit price or cost reimbursement with a demonstrated performance basis. If a fixed unit price contract is proposed, describe in detail the proposed outcome payment points and the documentation that will be submitted to provide attainment of the outcome. If a cost reimbursement with a demonstrated performance holdback contract is proposed, provide the proposed percentage of the total cost that will be withheld

(maximum is 50%). Describe the measurable performance outcomes to which the organization will tie payment and the documentation that will be submitted to provide attainment of the outcome.

Section 3: Submission & Evaluation

1. Bidders Conference & Questions

All questions that interested parties may have can be directed to Melissa A Bias at: mbias@wvregion2.org
Questions will be addressed at the bidder's conference via phone conference on 4/21/2025 at 1:00PM EST, please call (267)-930-4000 and enter ID # 852738266

An entity's failure to submit a complete proposal or to respond in whole to RFP requirements will result in the proposal being deemed non-responsive and thus ineligible for funding. A proposal may also be deemed "non-responsive" if the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP, or the proposal is clearly not within the scope of the project described and required in the RFP. R2WIB reserves the right to cancel this procurement at any time, for any reason.

2. Proposal Instructions

The Scope of Work should be completed entirely, should not exceed 15 pages, and be typed in 12-point font, single-spaced, 1" margins on all sides, page numbers, and table of contents. **Once completed, interested parties must submit their proposal electronically to Melissa A. Bias at mbias@wvregion2.org on or before 4/28/2025 5:00PM EST.** Please have your proposal organized in the following manner for each component:

- ☐ Attachment A: Cover Page
- ☐ Attachment B: Conflict of Interest Form
- ☐ Attachment C: Budget Form & Narrative
- ☐ Attachment D: Reference Form and Letters
- ☐ Two (2) Years of Audited Financial History
- ☐ Documentation of registration for private, for-profit, or non-profit organizations (if applicable)
- ☐ Proposal (scope of work)
- ☐ Staff Resumes
- ☐ Job Descriptions for Proposed Staff Positions Not Yet Hired (if applicable)
- ☐ Additional Attachments as necessary
 - If submitting as consortium, attach a detailed MOU among all consortium partners
 - If subcontractors are included in your proposal, attach a detailed MOU with each subcontractor included in your proposal

Bids that fail to follow this order will risk losing points in their overall score.

3. Evaluation and Award

Proposals will be evaluated by TPMA, as the third-party procurement agent, to ensure each submission meets all criteria outlined in this RFP. The procurement team will develop and use a scoring matrix that is agreed upon by the R2WIB to evaluate each proposal. Each section of the scoring matrix is worth the following number of points:

Section	Points
Experience & Capacity	10
Qualifications	15
Staffing Plan	15
Project Design	35
Budget	25
TOTAL	100

All items that are mandatory (e.g., inclusion of attachments, financials, etc.) are considered pass/fail

4. Notice of Award

All respondents will be notified by email as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to Mr. Andy Skidmore, Board Chair, at askidmore@hurricanewv.com. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

5. Appeals Process

Any disagreements resulting from this procurement process must be addressed in the same manner outlined in the Board's Grievance and Complaint Policy, located at:

[https://www.wvregion2.org/assets/images/pdfs/combinepdf_\(4\).pdf](https://www.wvregion2.org/assets/images/pdfs/combinepdf_(4).pdf).

6. Fiscal Review

R2WIB will conduct a fiscal review of all qualified proposals. We will review proposal budgets, agency audits, and responses to questions related to fiscal operations. The R2WIB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The R2WIB reserves the right to assess the risk posed by any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event that might affect an organization's ability to operate the requested program.

7. Past Program Performance

Region 2WIB may review a respondent's performance on any previous and/or existing grant agreement(s) as well as check references submitted from other grantors. Achievement of grant agreement outcomes, along with compliance with programmatic and fiscal guidelines and timelines may be evaluated. The review team may perform an in-depth evaluation of all responsive proposals based upon the criteria herein. Prior to its final funding decision, the R2WIB may also: 1) meet with representatives of the responding entity to discuss the proposed program and budget; 2) identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) identify other documentation the entity must provide as a condition of funding; 4) negotiate numbers of adult and dislocated workers to be served.

8. Accessibility and Equal Opportunity

R2WIB is committed to equal access for all customers to all services. All contractors must ensure equal opportunity to all individuals. No individual in Region 2 shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any Workforce Innovation and Opportunity Act funded program or activity because of race, color, religion, sex, national origin, age, disability, English proficiency, sexual orientation, political affiliation, or belief. All entities are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This includes ensuring contract staff receive accessibility training and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: "Reasonable accommodations and auxiliary equipment and services are available upon request."

9. Contract Award

The contract will be awarded based on the most responsive bidder whose offer is most advantageous to the R2WIB in terms of cost, functionality, past performance, and other factors specified in this RFP. The award may be negotiated at the discretion of the R2WIB or made based on the initial bid/offer received, without discussions or requests for best and final offers.

Reference Information

Attachment A: Cover Sheet

Please complete this **mandatory** cover sheet accordingly.

Organization Name				
Address				
Phone Number				
Number of Years in Business				
FEIN #				
DUNS #				
Acknowledgement that Proposing Entity is up to date on taxes and not currently debarred or suspended.		YES		NO
Acknowledgment that the R2WIB reserves the right to review and request further information regarding the respondent's financial situation, if not sufficiently outlined in the submitted audit(s).		YES		NO
Type of Organization (check all that apply)	<input type="checkbox"/>	Higher Education	<input type="checkbox"/>	Private
	<input type="checkbox"/>	Community-Based Org.	<input type="checkbox"/>	Business Organization
	<input type="checkbox"/>	Government Agency	<input type="checkbox"/>	Other (explain)
	<input type="checkbox"/>	Labor Organization		
	<input type="checkbox"/>	Non-Profit		
		<input type="checkbox"/> Employment Service State Agency (Wagner-Peyser)		
Contact Person				
Contact Person's Email Address				
Signatory Authority Signature				

Attachment B: Conflict of Interest Form

By submitting a proposal, the authorized signatory authority of the bidding entity certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the R2WIB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services has a financial or other interest or would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The R2WIB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process.

Signatory Authority Name

Title Signature

Date

*Note: This form is a **mandatory** required document to be considered for either component. Bidders should only complete this form once per entry.*

Attachment C: Budget

Please complete the **mandatory** budget form and narrative explanation below for WBLS – Work Based Learning Services Sub-recipient

Line Item	Budget Amount (Contract Period)
Personnel (Wages/Staff)	\$
Fringe Benefits	\$
Travel	\$
Equipment	\$
Supplies	\$
Communications (including Copying/Printing)	\$
Other	\$
Subtotal Program	\$
Administrative Indirect	\$
TOTAL BUDGET REQUEST	\$

Budget Narrative: Please provide a detailed explanation for each allowable budget line item to justify the cost. Examples of explanations include job titles, wage rate, hours worked/charged, types of benefits and rates, estimated mileage/visits to locations, office and other supplies, and agency program operation or program costs. No travel expenses may be claimed for commute to/from “official station.” Travel expenses may be claimed from the official station. West Virginia State Mileage Rate is \$0.70 (as of 2025).

Attach the Budget Narrative indicating all operating expenses in the listed categories. Each budget category requires an additional line-item detail that addresses the method of calculation and justification for the expense. Therefore, the Respondent shall develop and include a line-item budget to meet the intent and requirements of the program, to ensure the successful implementation of the program, and to show that the program is cost-effective. The Respondent should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the program.

All funding of this RFP is contingent upon the R2WIB and/or partner agreements having fund availability and may change based on increase/decrease in allocations, de-obligation of funds, new initiatives, and decisions of the R2WIB.

Attachment D: References – Bidders are **required** to provide three letters of references who can verify their experience, along with a contact phone number or email. References should be for experience in the past 5 years.

Reference #1 _____

Email: _____

Reference #2 _____

Email: _____

Reference #3 _____

Email: _____

List the agency contact information for all current contracts or contracts for the past 3 years. Do not duplicate those listed as references.