



Columbia-Greene Workforce Development Board

Request for Proposals (Request for Proposals (RFP))

For Workforce Innovation and Opportunity Act (WIOA) Title I One-Stop Service Provider

Program Year: July 1, 2026 – June 30, 2027

(With Option for Four (4) Annual Renewals Based on Performance, Compliance, and Funding)

I. INTRODUCTION

The Columbia-Greene Workforce Development Board (CGWDB) is soliciting proposals from qualified organizations to provide WIOA Title I Adult, Dislocated Worker, and Youth services as a One-Stop Service Provider in Columbia and Greene Counties, New York. Services must align with the Workforce Innovation and Opportunity Act (WIOA), federal/state regulations, and the strategic goals of the CGWDB.

The CGWDB seeks innovative, customer-focused partners with a demonstrated ability to manage high-quality workforce development programs in a collaborative, compliant, and cost-effective manner.

WIOA Overview:

The Workforce Innovation and Opportunity Act (WIOA), enacted in 2014, aims to transform the public workforce system by integrating workforce development, education, and economic development strategies into one streamlined framework. WIOA promotes improved access for job seekers, better outcomes for employers, and coordinated service delivery across agencies. For more information, visit: <https://www.dol.gov/agencies/eta/wioa>

Funding Streams and Eligibility:

WIOA Title I funding is organized into three streams:

- 1. Adult Program** – For individuals aged 18+. Priority of service is extended to veterans, low-income individuals, and basic-skills deficient individuals.
- 2. Dislocated Worker Program** – For workers who have lost their jobs because of

layoffs, closures, or economic shifts. Includes veterans and those unemployed through no fault of their own.

3. Youth Program – Serves In-School Youth (ISY, ages 14–21) and Out-of-School Youth (OSY, ages 16–24). At least 75% of youth funding is reserved for OSY, and at least 20% must fund work experience.

Common eligibility requirements include:

- Authorization to work in the U.S.
- Selective Service registration for eligible males
- Age, income, or layoff documentation as required by the specific funding stream.

WIOA Regulations and USDOL Guidance:

Proposed service providers must comply with: Final Rules Overview:

<https://www.dol.gov/sites/dolgov/files/ETA/wioa/pdfs/Final-Rules-An-Overview-Fact-Sheet-508.pdf>

- WIOA References & Fact Sheets: <https://www.dol.gov/agencies/eta/wioa/references>

- Training & Employment Guidance Letters (TEGLs):

<https://www.dol.gov/agencies/eta/wioa/guidance>

- Performance Accountability Guidance:

<https://www.dol.gov/agencies/eta/performance/performance-indicators>

Columbia-Greene LWDA Labor Market Snapshot (2025):

Columbia County's employment is approximately 27,500, with steady growth in education, healthcare, and service sectors.

Greene County reports around 18,000 jobs, particularly strong in retail trade, hospitality, and construction.

In-Demand Occupations in 2025 in the Columbia-Greene LWDA Include:

Healthcare: Registered Nurses, Home Health Aides, Licensed Practical Nurses, Certified Nursing Assistants

Skilled Trades/Manufacturing: Machinists, Welders, Construction Technicians, Electricians, Plumbers

Tourism/Hospitality: Lodging, Food Service, Customer Support Staff

II. TIMELINE (All Dates Subject to Change)

Activity	Date
RFP Release Date	January 5, 2026
Bidder's Conference	January 15, 2026
Deadline for Questions	January 26, 2026

Proposal Due Date	February 2, 2026
Proposal Review Period	February 2-February 27
Workforce Development Board Approval	March, 4, 2025
Award Notification	March 4, 2025
Contract Start Date	July 1, 2026

An in-person Bidders Conference will be held to provide interested applicants with a comprehensive overview of the RFP, including the scope of services, program expectations, submission requirements, and evaluation criteria. Attendance at the Bidders Conference is not mandatory, but is strongly encouraged, as it provides an opportunity for potential proposers to ask questions, clarify details about the RFP process, and ensure a thorough understanding of the expectations and goals of the Columbia-Greene Workforce Development Board. Details regarding the date, time, and location of the Bidders Conference will be posted publicly with the RFP.

The in-person Bidders Conference will be conducted at a central location in the Columbia-Greene service area and will be facilitated by the Columbia-Greene Workforce Development Board Executive Director. The session will cover all sections of the RFP and include time for open Q&A. Attendance is not mandatory but highly encouraged.

III. AVAILABLE FUNDING

The CGWDB anticipates total WIOA Title I funding for Adult, DW, and Youth services to range between \$540,000 and \$660,000.

Anticipated totals for each funding stream:

Adult: \$190,000-\$210,000

DW: \$200,000-\$250,000

Youth: \$150,000-\$200,000

Final awards will be subject to funding allocations from the New York State Department of Labor (NYSDOL) and local need. The Service Provider will operate with reimbursements, on a cost basis, through weekly requests to the NYSDOL for indirect and operating costs. Requests will be made through the LWDA Fiscal Agent, per processes with NYSDOL.

IV. ELIGIBLE BIDDERS

Eligible entities include:

- Non-profits
- For-profits
- Community-based organizations

- Educational institutions
- Faith-based organizations
- Government agencies

Entities may propose to deliver Adult, DW, and/or Youth services.

V. RELATIONSHIP WITH THE CGWDB

The CGWDB is responsible for the design and implementation of an integrated workforce development system. The CGWDB desires to work in partnership with the Service Provider to achieve the goals of the system. Dynamic system changes are driven by the federal and/or state government as well as changes in local economic factors. The CGWDB desires the Service Provider to enter into a productive relationship with all partners, which includes regular feedback and input.

VI. SCOPE OF SERVICES—(See Appendix E for full Glossary of Terms and Definitions)

The selected provider will deliver WIOA Title I services through the local One-Stop Career Center(s) under the direction of the CGWDB. Required services include:

A. Career Services

Career Services shall be provided to eligible Adults, Dislocated Workers, and Youth under WIOA. The expected number of participants to be served annually is approximately:

Adults: 100

Dislocated Workers: 200

Youth: 60

Veteran's Priority of Service must be applied to all Title I programs in accordance with 20 CFR 1010. All eligible veterans and eligible spouses must be given priority for receipt of services. In addition, the Adult Program must also comply with WIOA's Priority of Service requirements by ensuring that low-income individuals, recipients of public assistance, and those who are basic skills deficient are prioritized.

The selected service provider will be responsible for all WIOA-related data entry into the One-Stop Operating System (OSOS), including the timely and accurate entry of case notes, activities, outcomes, and measurable skill gains. Providers must adhere to all data validation requirements outlined by NYSDOL and maintain participant files in accordance with federal and state file retention policies, which currently require that records be maintained for a minimum of six years after final expenditure reporting.

Service coordination is required between the One-Stop Career Center, partner agencies (Title II Adult Education, Wagner-Peyser, Vocational Rehabilitation), and other community-based organizations. Providers must ensure co-enrollment and referrals occur in alignment with CGWDB and NYSDOL policies and utilize integrated service delivery approaches when appropriate.

Sanctions for failure to meet agreed-upon performance benchmarks, including enrollment targets and quality of service provision, may include corrective action plans, reduced funding allocations, or contract termination, at the discretion of the CGWDB.

B. Training Services

The training services offered by the One Stop network provide tools and resources to help customers meet the skill and experience needs of the region's growing businesses. From technical skills, soft skills, work experience, traditional classroom instruction and employer-anchored training services help close the skills gap between customers and businesses. Under WIOA, training services may be provided if the Service Provider's staff determine after an interview evaluation or assessment and career planning, that the customer is eligible. The following training services include:

- Individual Training Account (ITA) is used for traditional classroom training services that are intended to provide enrollees the maximum customer choice in training selection and provide the flexibility needed to provide training in high demand occupations. ITAs are funded for training providers who have met eligibility of the NYS Eligible Training List (<https://applications.labor.ny.gov/ETPL/>)
- On-the-Job Training (OJT) is another training option through WIOA funding that provides work-based learning rather than classroom instruction. The intention of an OJT agreement is to benefit both the employer and the customer by:
 - Bridging the gap between a worker's current skills and the skills employers are looking for;
 - Providing reimbursement to the employer for the costs associated with training the OJT trainee; and
 - Promoting good paying jobs.
- Customized Training (CT) is provided based on a specific training curriculum "customized" to the particular workforce skill needs of the business or group of businesses. The business is then reimbursed for up to 50% of the cost of training. CT is designed to meet the unique training needs of a business or a group of businesses. CT can be used for training new or existing workers (referred to as Incumbent Worker Training or (IWT)).

C. Youth Services

Youth Services must be provided in accordance with WIOA Section 129 and include all 14 required program elements. Providers are expected to serve approximately 60 youth annually, with a minimum of 75% of youth funding dedicated to Out-of-School Youth (OSY), and at least 20% of total youth expenditures allocated to paid work experience. The remaining 25% may be used to support other WIOA-eligible youth services, including case management, education and training, support services, and other non-work experience program elements.

Columbia-Greene LWDA must make each of the following per WIOA H. R. 803—85 §129(c)2 14 services available to youth participants. This does not mean that all proposals must directly provide themselves all of the 14 elements of WIOA youth programming but if any of the 14 program elements are provided free outside of the bidder's organization, Bidder's can describe other entities who provide the element at no cost and the method of information and referral between partners. (For example, bidder can make arrangements with a bank or credit union to provide financial literacy at no cost). For Elements that are readily available as a free service outside of the Bidder's organization, the CGWDB will obtain a Memorandum of Agreement(s) after awards have been made. Any Elements that are not identified in Proposals, the CGWDB can solicit for additional providers.

Definitions:

In-School Youth (ISY): An individual who is (a) attending school (as defined by state law), (b) not younger than age 14 or older than age 21, (c) low income, and (d) meets one or more specified barriers to employment (e.g., basic skills deficient, pregnant/parenting, homeless, foster care, disability, etc.).

Out-of-School Youth (OSY): An individual who is (a) not attending any school, (b) not younger than age 16 or older than age 24, and (c) meets one or more barriers to employment (e.g., school dropout, within the juvenile justice system, pregnant/parenting, homeless, foster care, disability, low income, etc.).

The following are the 14 WIOA-mandated youth program elements, each of which must be made available:

- 1. Tutoring, study skills training, instruction and dropout prevention strategies** that lead to completion of a high school diploma includes services such as providing academic support, helping a youth identify areas of academic concern, assisting with overcoming learning obstacles, or providing tools and resources to develop learning strategies. Dropout prevention strategies intended to lead to a high school diploma include activities that keep a young person in-school and engaged in a formal learning and/or training setting.

- 2. Alternative secondary school services** assist youth who have struggled in traditional secondary education. Dropout recovery services are those that assist youth who have dropped out of school. Both types of services help youth to re-engage in education that leads to the completion of a recognized high school equivalent. Examples of activities under this program element include:
- Basic education skills training
 - Individualized academic instruction
 - English as a Second Language training
 - Credit recovery
 - Counseling and educational plan development
- 3. Paid and unpaid work experience** is a planned, structured learning experience that takes place in a workplace and provides youth with opportunities for career exploration and skill development. A work experience may take place in the private for-profit section, the non-profit sector, or the public sector. Work experience for youth: summer employment and other employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training. 20% of overall funds must be spent on work experience activities. This can include staff cost.
- 4. Occupational skills training** is an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Occupational skills training:
- is outcome-oriented and focused on an occupational goal specified in the individual service strategy for the youth;
 - is of sufficient duration to impart the skills needed to meet the occupational goal; and
 - leads to the attainment of a recognized postsecondary credential
- 5. Education offered concurrently with workforce preparation** and training for a specific occupation element reflects an integrated education and training model and describes how workforce preparation activities, basic academic skills, and hands-on occupational skills training are to be taught within the same time frame and connected to training in a specific occupation, occupational cluster, or career pathway. This element is also referred to as Integrated Education or Contextualized Instruction.
- 6. Leadership development opportunities** encourage responsibility, confidence, employability, self-determination, and other positive social behaviors. Leadership development includes:
- Exposure to postsecondary educational possibilities
 - Community and service learning projects
 - Peer-centered activities, including peer mentoring and tutoring
 - Organizational and team work training, including team leadership training

- Training in decision-making, including determining priorities and problem solving
 - Citizenship training, including life skills training such as parenting and work behavior training
 - Civic engagement activities which promote the quality of life in a community
 - Other leadership activities that place youth in a leadership role, such as serving on youth leadership committees
- 7. Supportive services** enable an individual to participate in WIOA activities. These services enable an individual to participate in WIOA activities (such as, but not limited to, assistance with transportation, child care, housing, health care, educational testing, and work-related tools).
- 8. Adult mentoring** is a formal relationship between a youth participant and an adult mentor that includes structured activities where the mentor offers guidance, support, and encouragement to develop the competence and character of the mentee.
- 9. Follow-up services** are critical concrete services provided following a youth's exit from the program for a minimum of 12 months. The goal of follow-up services is to help ensure that youth are successful in employment and/or postsecondary education and training. Follow-up services may include regular contact with a youth participant's employer, including assistance in addressing work-related problems that arise.
- 10. Comprehensive guidance and counseling provides** individualized counseling to participants. This program element also includes substance and alcohol abuse counseling, mental health counseling, and referral to partner programs.
- 11. Financial literacy education** provides youth with the knowledge and skills that they need to achieve long-term financial stability. Financial literacy education encompasses information and activities on a range of topics, such as creating budgets; setting up checking and saving accounts; managing spending, credit, and debt; understanding credit reports and credit scores; and protecting against identity theft.
- 12. Entrepreneurial skills training** provides the basics of starting and operating a small business. This training helps youth develop the skills associated with entrepreneurship, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associated with each option, and communicate effectively and market oneself and one's ideas. Examples of approaches to teaching youth entrepreneurial skills include:
- Entrepreneurship education introducing to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up and operation.

- Enterprise development which provides supports and services that incubate and help youth develop their own businesses, such as helping youth access small loans or grants and providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide youth with experience in the day-to-day operation of a business

13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area and includes career awareness, career counseling, and career exploration services. Labor market information also identifies employment opportunities, and provides knowledge of job market expectations, including education and skill requirements and potential earnings. Numerous tools and applications are available that are user-friendly and can be used to provide labor market and career information to youth. These tools can be used to help youth make appropriate decisions about education and careers.

14. Postsecondary preparation and transition activities help youth prepare for and transition to postsecondary education and training. These services include helping youth explore postsecondary education options, including technical training schools, community colleges, 4-year colleges and universities, and Registered Apprenticeship programs. Examples of other postsecondary preparation and transition activities include:

- Assisting youth to prepare for SAT/ACT testing
- Assisting with college admission applications
- Searching and applying for scholarships and grants
- Filling out the proper Financial Aid applications and adhering to changing guidelines
- Connecting youth to postsecondary education programs

For detailed description of the 14 elements, see TEGl 21-16:
https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=7159

All program elements must be documented in OSOS. Providers must retain eligibility documentation, assessments, Individual Service Strategies (ISS), measurable skill gains, and performance outcomes in accordance with state and federal data validation requirements and file retention policies.

Coordination with local schools, youth-serving agencies, and training providers is required. Providers must facilitate co-enrollment, cross-referrals, and collaborative planning with partner programs.

Failure to meet youth enrollment targets, required expenditures, or deliver the

mandated elements may result in corrective actions, financial sanctions, or contract termination by the CGWDB.

D. Business Services

Business Services must be designed to meet the workforce needs of regional employers and include customized recruitment assistance, labor market information dissemination, job matching, OJT coordination, and incumbent worker training support.

Service providers are expected to develop relationships with at least 100 businesses annually across Columbia and Greene Counties. All business engagement must be recorded and tracked through OSOS and/or other locally designated systems.

Coordination is required with NYSDOL Business Services Representatives, economic development agencies, Chambers of Commerce, and industry-specific consortia. Providers are expected to participate in regional workforce and sector partnership initiatives.

Failure to demonstrate consistent employer engagement, OJT development, or follow-through on employer referrals may result in technical assistance requirements, funding reallocation, or contract review by the CGWDB.

VII. PERFORMANCE MEASURES

All service providers must meet or exceed WIOA performance accountability indicators for One-Stop Career Center operations. The primary indicators of performance for WIOA Title I programs include:

- 1. **Employment Rate – 2nd Quarter After Exit**:** The percentage of participants who are in unsubsidized employment during the second quarter after exit.
- 2. **Employment Rate – 4th Quarter After Exit**:** The percentage of participants who are in unsubsidized employment during the fourth quarter after exit.
- 3. **Median Earnings – 2nd Quarter After Exit**:** The median earnings of participants who are in unsubsidized employment during the second quarter after exit.
- 4. **Credential Attainment**:** The percentage of participants who obtain a recognized postsecondary credential or a secondary school diploma or equivalent during participation or within one year after program exit.
- 5. **Measurable Skill Gains (MSG)**:** The percentage of participants who achieve measurable skill gains toward a credential or employment during a program year.
- 6. **Effectiveness in Serving Employers**:** A shared outcome across all core programs to measure service alignment and impact on businesses.

Definitions and guidance for each indicator are provided by the U.S. Department of Labor (USDOL) and the New York State Department of Labor (NYSDOL). Service providers must comply with the most current definitions and methodologies found at the following links:

USDOL WIOA Performance Definitions:

<https://www.dol.gov/agencies/eta/performance/performance-indicators>

NYSDOL Technical Assistance Memos: <https://dol.ny.gov/policy-directives>

Performance results will be evaluated quarterly. Failure to meet performance targets may result in technical assistance, corrective action, funding reduction, or contract termination.

Performance will also be measured against any Customer Service Indicators issued by New York State Department of Labor (NYSDOL). Providers must maintain accurate, timely One-Stop Operating System (OSOS) data and comply with local/state standards.

VIII. Legal and Regulatory Compliance

Contractors must comply with:

- Workforce Innovation and Opportunity Act of 2014
- NYSDOL policies and guidance
- 2 CFR Part 200 (Uniform Guidance)
- Civil rights, Equal Opportunity (Equal Opportunity (EO)), and Americans with Disabilities Act (ADA) requirements
- CGWDB and NYSDOL monitoring and oversight
- Federal conflict-of-interest rules and contract indemnification requirements
- Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d-d4 and Title 49, Code of Federal Regulations

XI. LEGISLATIVE AUTHORITY

All contracts funded from this Request for Proposal are subject to the following requirements:

- Workforce Innovation and Opportunity Act of 2014; full law is available at <https://www.doleta.gov/wioa/> ; all other state and federal guidance related to WIOA.
- Uniform Guidance Code of Federal Regulations (CFR), Title 2 Grants and Agreements, Chapter II, Office of Management and Budget Guidance-Part 200, as well as Title 20, Employment and Training Administration, Department of Labor- Parts 651-656 and 657-699.
- Procedures and Policies of the Columbia-Greene Workforce Development Board (available at www.columbiagreeneworks.org)

X. GOVERNING PROVISIONS AND LIMITATIONS

The CGWDB adopts the following provisions concerning this procurement. Violation of any of the following provisions may cause a proposal to be rejected.

- A.** The only purpose of this RFP is to ensure uniform information in the solicitation of proposals and procurement of services under WIOA, and New York State. This RFP is not to be construed as a purchase agreement or contract or as a commitment of any kind; nor does it commit the CGWDB to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by the CGWDB.
- B.** The CGWDB reserves the right to accept or reject any or all proposals received, to cancel or reissue this RFP in part or its entirety.
- C.** The CGWDB reserves the right to award a contract for any item/services solicited via this RFP in any quantity the CGWDB determines is in its best interest.
- D.** The CGWDB reserves the right to correct any error(s) and/or make changes to this solicitation, as it deems necessary. The CGWDB will provide notifications of such changes to all respondents recorded in the CGWDB official record (Distribution Log & Receipts Record) as having received or requested an RFP.
- E.** The CGWDB reserves the right to negotiate the final terms of any and all contracts or agreements with respondents selected and any such terms negotiated as a result of this RFP may be renegotiated and /or amended in order to successfully meet the needs of the Workforce Development Area.
- F.** The CGWDB reserves the right to contact any individual, agency, employer, or grantees listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- G.** The CGWDB also reserves the right to conduct a review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- H.** The CGWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from New York State or other funding sources or due to legislative changes.

- I. Respondents shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the CGWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- J. No employee, officer, or agent of the CGWDB shall participate in the selection, award or administration of a contract supported by CGWDB funds if a conflict of interest, or potential conflict, would be involved.
- K. Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected.
- L. All proposals submitted must be an original work product of the respondents. The copying, paraphrasing or otherwise using of substantial portions of the work product and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal(s) to be disqualified and rejected.
- M. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to the CGWDB as a proposer's failure to contract may be recovered from the proposer.
- N. A contract with the selected provider may be withheld, at the CGWDB's sole discretion, if issues of contract or questions on non-compliance, or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by the CGWDB if resolution is not satisfactory to the CGWDB.
- O. Any selected proposer entering into a contract with the CGWDB will be subject to these provisions.
 - 1. Indemnification
 - a. CONTRACTOR shall indemnify, save and hold harmless the CGWDB, Columbia County, and Greene County from any claims or losses or damages to property and/or resulting loss of use thereof and from any loss or damage arising from bodily injury, including death, to the extent that such claims, losses or damage are caused in whole or in part by the negligent acts or omissions of the CONTRACTOR, its employees, officers and agents, its contractors or subcontractors.
 - b. CONTRACTOR agrees (1) to the extent permitted by law, to indemnify and hold harmless the U.S. DOL, NYS, the CGWDB, Columbia County, Greene

County or any other applicable specific funding source(s), material losses accruing or resulting to CONTRACTOR, and to any and all subcontractors, persons, laborers, and any other persons, firms or corporations, furnishing or supplying work, services, materials, or supplies in connection with the performance of this Contract, and from any and all claims and losses accruing or resulting to any persons, firms or corporations which may be injured or damaged by CONTRACTOR in the performance of this Contract; and (2) against liability, including costs, for infringement of any United States patent (except a patent issued upon an application that is now or may hereafter be withheld from issue pursuant to a Secrecy Order under 35 U.S.C. 181) arising out of the manufacture or delivery, use or disposal by or for WIB/WDB, of supplies, the performance of services, or the construction, alteration, modification, or repair of real property under this Contract. CONTRACTOR shall report promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of this Contract of which CONTRACTOR has knowledge.

- c. In the event of any claim or suit against the CGWDB or NYS on account of any alleged patent or copyright infringement arising out of the performance of this Contract or out of the use of any supplies furnished or work or services performed under this Contract, CONTRACTOR shall furnish to the CGWDB and/or NYS, when requested, all evidence and information in possession of CONTRACTOR pertaining to such suit or claim. Such evidence and information shall be furnished at the expense of the CGWDB or NYS except where CONTRACTOR has agreed to indemnify the CGWDB or NYS.

2. Independent Contractor

In the execution of this Contract and rendering of services prescribed by this Contract:

- a. CONTRACTOR shall maintain at all times its independent status;
- b. No provision of this Contract, act of CONTRACTOR in the performance of this Contract, or act of the CGWDB in the performance of this Contract, shall be construed as making CONTRACTOR the agent, servant or employee of the CGWDB; except as designated in writing by the CGWDB, employees of CONTRACTOR are not employees of the CGWDB since employees are subject to exclusive control and supervision of CONTRACTOR.

XI. FINANCIAL REQUIREMENTS FOR RESPONDENTS

A. Organizational Capacity

- Proposers must demonstrate that they have the organizational capacity to administer a program in accordance with the requirements in this Request for Proposals. The CGWDB reserves the right to conduct a pre-award survey of

each proposer approved from this Request in order to determine the capacity of the proposal's organization to operate a program, meet administrative requirements, and maintain an adequate financial system. The CGWDB also reserves the right to deny a contract to any proposer approved for funding which does not make timely changes required by the CGWDB, as a result of a pre-award survey, to bring its systems into compliance.

B. Financial Systems

General Requirements: Proposers must demonstrate that their organizations have financial systems that, at a minimum, meet the following standards:

- 1. GAAP.** In accordance with generally accepted accounting principles, the financial systems must include the following: (a) information pertaining to any sub grant or contract awards, obligations, unbigoted balances, assets, expenditures, and income; (b) effective internal controls to safeguard assets and assure their proper use; (c) a comparison of actual expenditures with budgeted amounts; (d) source documentation to support accounting records; and (e) proper charging of costs and cost allocation.
- 2. Sufficient system.** Financial systems must be sufficient to (a) permit preparation of required reports; (b) permit the tracing of funds to a level of expenditure adequate to establish that funds have not been used in violation of the applicable restrictions on use of such funds; and (c) permit the tracing of program income, potential stand-in costs, and other funds.
- 3. Financial reports.** Contractors will be required to provide financial reports to the WIB/WDB on a regular, monthly basis in such detail and on such forms as required by the WIB/WDB. The deadline for each month's financial report will be the 10th day of the month following the month for which the report is made. Failure to complete and submit reports on a timely basis may result in defoliation of funds or termination of contracts.
- 5. Administrative cost limitation.** CGWDB will place a limitation on the amount of funds in any contract that may properly be charged to the administrative cost category. This limitation may vary with the source of the funds. Administration cost in the proposal budget should be no more than **10%** of the funds requested.

XII. BUDGET AND FINANCIAL MANAGEMENT

A. Budget Forms

The financial information requested in this RFP is necessary to establish reasonableness of cost and the adequacy of financial resources to perform the proposed activity. If approved for negotiations, the proposed budget will serve as a basis for a contract budget. If any cost item in the proposed budget is to be provided by the organization making the proposal from its own or other sources, and not paid for by the CGWDB, list that item as “In Kind”, so that the CGWDB will know that an important cost item has not been overlooked.

B. Financial Management Standards

Fiscal integrity and compliance with all grant regulations are essential for operation of programs in the Columbia-Greene Workforce Development Area. Contractors must maintain records and reports that are uniform in definition, accessible and verifiable for monitoring, reporting, audit, and program management and evaluation purposes. The CGWDB may review the adequacy of the financial management system of any contractor as part of a pre-award review or at any time subsequent to the award.

C. Monitoring

WDB contractors are subject to compliance monitoring. At any time during normal business hours, and as often as deemed necessary, CGWDB members or staff, The Division of Employment and Workforce Solutions (DEWS), U.S. Department of Labor, or any of their duly authorized representatives shall have access to any books, invoices, payrolls, timesheets, or any other records or papers of the contractor which are related to a specific grant program for the purpose of verifying funds under contract as a result of this procurement have been expended and accounted for in accordance with all applicable laws and regulations. Monitoring may include, but will not be limited to: site visits, telephone contact and written communication with program operators, partnering agencies, program participants, and submission of monthly reports. It is the requirement of the CGWDB to monitor customer files on a random basis. Monitoring schedules will be determined during contract negotiation. Monitoring of adherence to Department of Labor laws and work rules for youth will occur. Programs will be required to submit corrective action plans for any findings during the monitoring process. Contract termination may occur if corrective action does not remedy the situation in a mutually agreed upon timeframe based on the scope of the finding. A complete CGWDB Monitoring Policy is available upon request.

D. Audit

A single audit is required as outlined in 2 CFR §200.501- Audit Requirements:

(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

(b) Single audit. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single audit conducted in accordance with §200.514 Scope of audit except when it elects to have a program-specific audit conducted in accordance with paragraph (c) of this section.

(c) Program-specific audit election. When an auditee expends Federal awards under only one Federal program (excluding R&D) and the Federal program's statutes, regulations, or the terms and conditions of the Federal award do not require a financial statement audit of the auditee, the auditee may elect to have a program-specific audit conducted in accordance with §200.507 Program-specific audits. A program-specific audit may not be elected for R&D unless all of the Federal awards expended were received from the same Federal agency, or the same Federal agency and the same pass-through entity, and that Federal agency, or pass-through entity in the case of a subrecipient, approves in advance a program-specific audit.

(d) Exemption when Federal awards expended are less than \$750,000. A non-Federal entity that expends less than \$750,000 during the non-Federal entity's fiscal year in Federal awards is exempt from Federal audit requirements for that year, except as noted in §200.503 Relation to other audit requirements, but records must be available for review or audit by appropriate officials of the Federal agency, pass-through entity, and Government Accountability Office (GAO).

(e) Federally Funded Research and Development Centers (FFRDC). Management of an auditee that owns or operates a FFRDC may elect to treat the FFRDC as a separate entity for purposes of this part.

(f) Subrecipients and Contractors. An auditee may simultaneously be a recipient, a subrecipient, and a contractor. Federal awards expended as a recipient or a subrecipient is subject to audit under this part. The payments received for goods or services provided as a contractor are not Federal awards. Section §200.330 Subrecipient and contractor determinations sets forth the considerations in determining whether payments constitute a Federal award or a payment for goods or services provided as a contractor.

(g) Compliance responsibility for contractors. In most cases, the auditee's compliance responsibility for contractors is only to ensure that the procurement,

receipt, and payment for goods and services comply with Federal statutes, regulations, and the terms and conditions of Federal awards. Federal award compliance requirements normally do not pass through to contractors. However, the auditee is responsible for ensuring compliance for procurement transactions which are structured such that the contractor is responsible for program compliance or the contractor's records must be reviewed to determine program compliance. Also, when these procurement transactions relate to a major program, the scope of the audit must include determining whether these transactions are in compliance with Federal statutes, regulations, and the terms and conditions of Federal awards.

(h) For-profit subrecipient. Since this part does not apply to for-profit subrecipients, the pass-through entity is responsible for establishing requirements, as necessary, to ensure compliance by for-profit subrecipients. The agreement with the for-profit subrecipient must describe applicable compliance requirements and the for-profit subrecipient's compliance responsibility. Methods to ensure compliance for Federal awards made to for-profit subrecipients may include pre-award audits, monitoring during the agreement, and post-award audits. See also §200.331 Requirements for pass-through entities.

The estimated cost of the audit for the funds awarded under this RFP may be included in the proposal budget.

E. Indirect Cost Rates and Administrative Fees

Indirect costs are those costs that have been incurred for common or joint objectives and cannot be readily identified with a particular cost objective. All costs are allocable to a particular cost objective, such as a grant, project, service or other activity, in accordance with the relative benefits received. If indirect costs or an administrative fee will be a part of the budget, detail must be provided with the proposal as follows: 1) Amount of the indirect rate; 2) Justification of rate as the 10% de minimis or copy of approval of the indirect rate by a federal agency; 3) the methodology used to arrive at the rate including a description of all costs included; 4) the amounts used per line item (i.e. salaries, supplies, etc.) to calculate the rate, and; 5) a description of the process used to reconcile the rate charged to the actual costs incurred.

The costs for administration including any indirect costs that fall under the WIOA administrative cost definition must not exceed 10% of the funds requested for the operation of the workforce development system.

For additional reference <https://www.law.cornell.edu/cfr/text/2/200.331> (4) An approved federally recognized indirect cost rate negotiated between the subrecipient and the Federal Government or, if no such rate exists, either a rate negotiated between the pass-through entity and the subrecipient (in compliance with this part), or a de minimis indirect cost rate as defined in § 200.414 Indirect (F&A) costs, paragraph (f);

XIII. CONTRACT PERIOD

The initial contract will cover July 1, 2026 – June 30, 2027. The CGWDB may offer up to four (4) annual renewals based on performance, compliance, and funding availability.

XIV. PROPOSAL FORMAT

Proposals must include:

1. Proposal Cover Sheet (Appendix A)

2. Executive Summary (1 page max)

3. Organizational Capacity and Experience:

- Experience in Key Operational Areas:- Bidders must demonstrate capacity in marketing, outreach, data reporting, and data system maintenance. Include examples of how your organization has achieved success in these areas.
- Prior Experience with Workforce Funding: Bidders must describe the organization's prior experience receiving and managing federal or state workforce training funds, particularly WIOA or similar programs. Include performance outcomes and compliance history. If no experience managing federal or state workforce training funds, bidders must describe the organization's prior experience receiving and managing federal or state grant programs.

4. Program Design and Implementation Plan:

- Description of the overall program including a brief overview of the agency or organization
- Identify all key staff paid through this contract, by name and job title, description of job, and percentage of time they will work on the program. Provide resumes for staff involved in administering this program.
- How the costs of the services will be funded (include all revenue sources)

For Youth Services: Describe how the WIOA Elements will be provided (include other entities who may provide element at no cost). The CGWDB will pursue MOA with entities the provider has identified at no cost.

Outcomes and Goals:

- Outline the strategies and supports that will be utilized to meet the goals and outcomes.
- Describe how progress will be evaluated throughout the length of the program to ensure the participants remain on track to meet program goals.

- Describe how the WIOA Performance Measures and Customer Service Indicators will be met.
- Define goals for meeting or exceeding the performance standards for the WIOA Measures for the Columbia-Greene region.
- Adopting necessary procedures to collect, record, and report program performance related to achievement of the WIOA Measures.
- Documenting goal results to the CGWDB on a regular and timely basis.

5. Staffing Plan and Qualifications:

- Staff delivering WIOA services should possess at minimum an Associate's degree or equivalent experience in human services, education, or workforce development. Bachelor's degree preferred for supervisory roles.
- Staff responsible for data entry must have proficiency in OSOS or similar systems.

6. Performance Outcomes and Tracking:

- Definitions for each of the six primary indicators (Employment Rate Q2, Employment Rate Q4, Median Earnings, Credential Attainment, Measurable Skill Gains, and Effectiveness in Serving Employers) are based on TEGL 10-16 and current NYSDOL guidance.
<https://www.dol.gov/agencies/eta/performance/performance-indicators>
NYSDOL Technical Assistance Memos: <https://dol.ny.gov/policy-directives>
- Performance will also be measured against any Customer Service Indicators issued by New York State Department of Labor (NYSDOL). Providers must maintain accurate, timely One-Stop Operating System (OSOS) data and comply with local/state standards.

7. Budget Summary and Narrative (Appendix B)

8. Required Attachments:

- Audited financials
- Organizational chart
- References: Please provide three (3) references from current or recent funders or partners. References must include organization name, contact person, phone number, email address, and a brief description of the services provided. At least one reference must relate to WIOA or similar workforce development programs.

- Assurances and Certifications (Appendix C)

XV. EVALUATION CRITERIA

Category	Points
Program Design & Responsiveness- Assesses the clarity, feasibility, and innovativeness of proposed services; responsiveness to RFP priorities and target populations.	35
Organizational Capacity- Evaluates the organization's staffing, experience, infrastructure, and demonstrated ability to deliver services effectively	25
Budget and Fiscal Integrity- Reviews fiscal soundness, cost reasonableness, accuracy of budget narrative, and proper use of funds.	25
Experience and Past Performance- Considers previous success delivering WIOA or similar programs, including performance outcomes and compliance with federal/state regulations.	15
Total	100

XVI. SUBMISSION INSTRUCTIONS

All proposals must be received by February 2th, 2026 at 12:00 pm. Late submissions will not be considered. Submit three (3) original copies via mail to the address below:

Columbia-Greene Workforce Development Board
Attn: Amanda Karch
411 Main Street, Suite 434
Catskill, NY 12414

ADDITIONAL INFORMATION

Questions must be submitted to Amanda Karch, amanda@columbiagreeneworkforce.org by, January 26, 2026. The CGWDB reserves the right to reject any or all proposals.

Appendix A – Proposal Cover Sheet

Organization Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Contact Person: _____

Title: _____

Phone: _____ Email: _____

Federal Employer ID #: _____

DUNS/UEI Number: _____

Check all that apply:

☐ Adult Services

☐ Dislocated Worker Services

☐ Youth Services

Authorized Signature: _____

Date: _____

Appendix B – Budget Worksheet

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal services					
a) Salary					\$0
b) Fringe					\$0
Subtotal	\$0				\$0
2. Non Personal services					
a) Contractual Services	\$0				\$0
b) Travel	\$0				\$0
c) Equipment	\$0				\$0
d) Space/Property Rent	\$0				\$0
e) Utilities	\$0				\$0
f) Operating Expenses	\$0				\$0
g) Other	\$0				\$0
Subtotal	\$0				\$0
Total	\$0				\$0

SALARY					
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK (HOURS)	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED (Must be 12 months)	TOTAL
				12	\$0
				12	\$0
				12	\$0
				12	\$0
				12	\$0
Subtotal					\$0
FRINGE					
					\$0
					\$0
					\$0
Subtotal					\$0
PERSONAL SERVICES TOTAL					\$0

CONTRACTUAL SERVICES	

CONTRACTUAL SERVICES TOTAL	\$0
TRAVEL	
TRAVEL TOTAL	\$0
EQUIPMENT	
EQUIPMENT TOTAL	\$0
SPACE/PROPERTY RENT	
SPACE/PROPERTY RENT TOTAL	\$0
UTILITIES	
UTILITIES TOTAL	\$0
OPERATING EXPENSES	
OPERATING EXPENSES TOTAL	\$0
OTHER	

OTHER EXPENSES TOTAL	\$0

CATEGORY OF EXPENSE	NARRATIVE JUSTIFICATION
1. Personal services	
a) Salary	
b) Fringe	
2. Non Personal services	
a) Contractual Services	
b) Travel	
c) Equipment	
d) Space/Property Rent	
e) Utilities	
e) Operating Expenses	
f) Other	

Appendix C – Assurances and Certifications

By signing this proposal, the applicant certifies compliance with the following:

- Drug-Free Workplace Requirements
- Debarment, Suspension, and Other Responsibility Matters
- Lobbying Restrictions (Byrd Anti-Lobbying)
- Equal Opportunity and Non-Discrimination Laws
- Clean Air Act

Signature of Authorized Representative: _____

Printed Name and Title: _____

Organization: _____

Date: _____

Appendix D-Bidders and Vendors Acknowledgement

ALL VENDORS AND BIDDERS ACKNOWLEDGE AND AGREE TO BE BOUND BY THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY (adopted 11/20/18) and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY (adopted 11/20/18)

By signing below, all bidders and/or vendors hereby acknowledge and agree that he/she/they/it have carefully reviewed Greene County's policy(ies) prohibiting sexual harassment and/or discriminatory harassment, as referenced above, and agree to be subject to and bound by all terms and conditions contained therein.

All bidders and vendors hereby agree to indemnify and hold harmless Greene County, inclusive of reasonable attorney fees, from any and all claims related to any violation(s) of the above referenced policies allegedly arising from the conduct of their/its principals, employees, agents, hires and/or assigns.

All bidders and vendors hereby acknowledge and agree that if he/she/they/it reasonably believe that he/she/they/it are subjected to harassment/discrimination in violation of either of the above referenced policy(ies), he/she/they/it shall be responsible for reporting the harassing and/or discriminatory conduct as outlined in said policies.

I HAVE CAREFULLY REVIEWED THE GREENE COUNTY SEXUAL HARASSMENT PREVENTION POLICY and THE GREENE COUNTY DISCRIMINATORY HARASSMENT PREVENTION POLICY, which I viewed, in their entirety, at www.greenecountyny.gov on _____, 2025.

By: _____ Bidder/Vendor

Company Name: _____

Dated: _____, _____, 2025

**THIS EXECUTED ACKNOWLEDGEMENT MUST BE ATTACHED TO ANY AND ALL
GREENE COUNTY BID and/or PROPOSAL SUBMISSIONS**

Appendix E – Proposal Checklist

Complete proposals must include the following:

- ☐ Appendix A – Proposal Cover Sheet
- ☐ Appendix B – Budget Worksheet and Narrative
- ☐ Appendix C – Assurances and Certifications
- ☐ Organizational Chart
- ☐ Résumés or Job Descriptions of Key Staff
- ☐ Most Recent Audited Financial Statements
- ☐ Letters of Support or Partnership (if applicable)

Appendix F – Glossary of Terms

WIOA: Workforce Innovation and Opportunity Act – Federal legislation that governs employment and training programs.

LWDA: Local Workforce Development Area – A designated geographic region established for the delivery of workforce development services under WIOA.

Local Workforce Development Board (LWDB): Local Workforce Development Board – The board appointed to oversee WIOA programs in a local workforce area.

OSY: Out-of-School Youth – Youth aged 16-24 who are not attending school and meet specific eligibility criteria under WIOA.

ISY: In-School Youth – Youth aged 14-21 who are attending school and meet specific eligibility criteria under WIOA.

ITA: Individual Training Account – A funding mechanism used under WIOA to pay for training services chosen by eligible participants.

OJT: On-the-Job Training – A training model that allows individuals to learn job skills while working and earning wages.

RFP: Request for Proposals – A formal document issued to solicit proposals from potential service providers.

OSOS: One-Stop Operating System – New York State's data management system for WIOA-funded programs and services.

ADA: Americans with Disabilities Act – Federal law that prohibits discrimination against individuals with disabilities.

EO: Equal Opportunity – Refers to policies and practices that ensure fair treatment in employment and service delivery.

NYSDOL: New York State Department of Labor – The state agency responsible for oversight and implementation of workforce development programs.

Training and Employment Guidance Letter (TEGL): Training and Employment Guidance Letter – Issued by United States Department of Labor (USDOL) to provide direction and clarification on WIOA implementation.

USDOL: United States Department of Labor – The federal agency responsible for administering laws related to employment and labor.

Appendix G – Scope of Services Definitions and References

The following definitions and references support the Scope of Services described in this RFP:

1. Career Services (per 20 CFR 678.430) – Required career services include:

- Outreach, intake, and orientation
- Initial assessment of skill levels
- Labor exchange services including job search and placement assistance
- Provision of information on in-demand industry sectors and occupations
- Workforce and labor market employment statistics information
- Provision of performance/accountability information for providers
- Provision of information on local supportive services or assistance
- Assistance in establishing eligibility for financial aid for non-WIOA training
- Comprehensive assessments and individual employment plans (IEPs)
- Group and individual career counseling
- Short-term prevocational services
- Internships and work experiences linked to careers
- Workforce preparation activities
- Financial literacy services
- Out-of-area job search assistance and relocation assistance
- English language acquisition and integrated education and training

2. Youth Services (per WIOA Sec. 129(c)(2)) – WIOA mandates 14 program elements:

- Tutoring, study skills training, instruction leading to secondary school completion
- Alternative secondary school services
- Paid and unpaid work experiences (including summer employment)
- Occupational skills training
- Education offered concurrently with workforce preparation
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services (minimum of 12 months)
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information
- Postsecondary preparation and transition activities

3. Business Services (per 20 CFR 678.435)– Business-focused services include:

- Customized recruitment and hiring assistance
- Labor market and occupational trends information
- Job postings and candidate referrals
- Incumbent worker training
- On-the-job training (OJT) development and tracking
- Layoff aversion strategies and Rapid Response support
- Industry partnership coordination

For full definitions and service requirements, refer to:

- U.S. Department of Labor – WIOA Regulations:
<https://www.ecfr.gov/current/title-20/chapter-V/subchapter-F/part-678>
- Workforce Innovation and Opportunity Act of 2014:
<https://www.congress.gov/bill/113th-congress/house-bill/803/text>