

Serving as Independent Procurement Entity for



Northwest Tennessee Local Workforce Development Area

Serving the counties of:

Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion, and Weakley

REQUEST FOR PROPOSAL FOR WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA):

- #1-Title I Adult & Dislocated Worker Career Service Provider**
- #2- Title I Youth Service Provider, and/or**
- #3- Work-based Learning Employer of Record**

Release Date: January 30, 2026

Proposals Due: 4:00 pm CST, March 31, 2026

Contract Period: June 22, 2026 – June 30, 2027*

***With three (3) one-year extensions based on performance**

This project is funded under an agreement with the State of Tennessee – TN Department of Labor and Workforce Development. EOE. Auxiliary aids & services are available upon request to individuals with disabilities. TDD# 711

An entity may bid on one, two or all three components. Contracts will be awarded based on the bids for the individual components and may be awarded to the same or different entities. The Board may negotiate with providers to determine which role(s) the provider will excel in the most.

Table of Contents

Section I: Program Description & Background	2
1.1 The Workforce Innovation and Opportunity Act	2
1.2 Northwest Tennessee Workforce Board & Workforce Innovations, Inc	2
1.3 TPMA	3
1.4 Eligible Applicants	3
1.5 Project Timeline & Funding	5
1.6 RFP Component Descriptions	7
1.7 Facilities and Equipment	9
1.8 Participant Data and Performance Measures	11
Section 2: Submission & Evaluation	15
2.1 Bidders Questions:	15
2.2 Proposal Instructions	15
2.3 Evaluation and Award	15
2.4 Notice of Award	16
Section 3: Scope of Work	16
Cover Sheet	17
Conflict of Interest Form	18
3.0 All Component: Organizational Experience and Capacity	19
3.1 Component #1: Title I Adult and Dislocated Worker Career Service Provider	20
3.2 Component #2: Title I Youth Service Provider	25
3.3 Component #3: Work-based Learning Employer of Record	30

Section I: Program Description & Background

1.1 The Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) is a federally funded program through the U.S. Department of Labor and the State of Tennessee Department of Labor and Workforce Development (TDLWD). WIOA is a primary source of federal funds for workforce development activities throughout the nation; however, the legislation requires multiple partners to contribute to infrastructure operations and services through a Resource Sharing Agreement (RSA) / Infrastructure Agreement (IFA). The core programs in Tennessee are Title I - Adult, Dislocated Worker and Youth; Title II - Adult Education and Literacy Activities; Title III Wagner-Peyser Act; Title I of the Rehabilitation Act of 1973; and Temporary Assistance for Needy Families (TANF). In addition to core programs, the following are required programs that are available in the local area: Title V Older Americans Act/Senior Community Service Employment; Career & Technical Education Programs (Carl D. Perkins Act); Trade Adjustment Assistance; Veterans Employment Services – Jobs for Veterans State Grant; Community Services Block Grant; Unemployment Insurance; and Migrant & Seasonal Farmworker Program.

WIOA funds are awarded to the Chief Elected Officials (CEOs) of a Local Workforce Development Area (LWDA) to serve two primary customers—job seekers and businesses through a One-Stop system branded as the American Job Center (AJC) system. The intent of WIOA is to strengthen the workforce system through innovation and alignment of services to promote individual and economic growth, meeting the business and industry needs in the area. One of the main purposes is to assist individuals with barriers to employment in increasing their access to employment, education, training, and support so they may succeed in the labor market.

1.2 Northwest Tennessee Workforce Board & Workforce Innovations, Inc.

The CEOs of the Northwest TN LWDA have appointed a volunteer membership consisting of representatives of private employers, higher education, organized labor, non-profit organizations and public entities to serve as the Northwest Tennessee Workforce Board (NWTNWB) to oversee workforce services in Benton, Carroll, Crockett, Dyer, Gibson, Henry, Lake, Obion and Weakley counties. The NWTNWB, in consultation with the CEOs, is responsible for the selection and oversight of the One-Stop Operator (OSO), and Service Provider (SP) of Career and Training Services for adults, dislocated workers and youth. The CEOs have selected Workforce Innovations, Inc. (WFI), an incorporated 501c3 non-profit, reporting to the Board of Directors, to assist the NWTNWB

in carrying out the functions of the board as prescribed by WIOA, including Business Services and Fiscal Agent responsibilities for receipt and disbursement of funds as agreed to by the CEOs.

Mission: The Mission of the Northwest TN Workforce Board is to develop a quality workforce system to meet the needs of area employers and job seekers.

Vision: Northwest TN is an area where business and industry thrive based on the availability of a skilled workforce and a robust talent pipeline, and where increasing wealth fuels prosperous communities and a high quality of life.

More information, see the following websites:

- NWTNWB: <https://www.tnworks.org/>
- TN Department of Labor & Workforce Development: <https://www.tn.gov/workforce.html>
- U.S. Department of Labor (WIOA): <https://www.dolleta.gov/wioa/>

1.3 TPMA

TPMA has been contracted by WFI to lead the procurement process for selecting a Title I Adult & Dislocated Worker Career Service Provider, Title I Youth Service Provider, and/or Work-based Learning Employer of Record. TPMA is a full-service consulting firm based in Indianapolis, Indiana with over 35 years of experience in workforce development activities, including providing assistance to workforce boards in strategic planning exercises. As the contracted entity to lead this procurement process, TPMA serves as a “separate and independent outside entity to conduct the competition” for the Service Provider(s).¹ TPMA will review all submitted proposals and evaluate them on a scale coordinated and agreed upon by the NWTNWB, with guidance from the TDLWD. Based on its evaluation, TPMA will submit its selection, along with a description of the selection process and scoring justification, to the NWTNWB for approval. For more information of TPMA’s experience and expertise, please visit us at <http://www.tpma-inc.com>.

1.4 Eligible Applicants

The types of entities that may be a Service Provider include, but are not limited to:

- An institution of higher education
- A community-based, non-profit organization or workforce intermediary
- A private-for-profit entity

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

- Disclose any potential conflicts of interest arising from the relationships of the providers with training service providers, other service providers, board members, Chief Elected Officials and/or Workforce Innovations, Inc. staff by completing the Conflict of Interest form included in the Scope of Work section;
- 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
- Comply with Federal regulation, and procurement policies, relating to the calculation and use of profits.

Further, the LWDB will declare entities **ineligible** if they are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgments, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers, or principals. 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.

1.5 Project Timeline & Funding

The table below provides a timeline of activities for this procurement. In the event dates are changed, TPMA will provide notice through the procurement portal:

<https://www.tpma-inc.com/procurement-northwest-tennessee-local-workforce-development-area>

Activity	Date
RFP Release	January 30, 2026
Deadline for Bidder Questions	February 16, 2026
Response to Bidder Questions Posted	February 23, 2026
Proposal Deadline (email only)	March 31, 2026
Northwest TN Workforce Board Approval	June 9, 2026
Notification to All Bidders	June 12, 2026
Contract Begin Date	June 22, 2026

The NWTNWB seeks proposals to award WIOA Title I Adult, Dislocated, and other special grant funds, when available, to the entity selected as the **Adult & Dislocated Worker Career Service Provider (ADWCSP)** to provide career services and arrange for and provide payment for training and support services directly to and/or on behalf of participants. The NWTNWB also seeks proposals to award WIOA Title I Youth funding and other special grant funds, when available, to the entity selected as the **Youth Service Provider (YSP)** to provide the youth design framework and provide and/or coordinate the Youth 14 Elements, including to arrange for and provide payment for training and support services directly to and/or on behalf of participants. Additionally, the NWTNWB seeks proposals to award WIOA program funding, and other special grant funds, when available, to the entity selected as the **Work-based Learning Employer of Record (EOR)** to employ work-based learning interns.

The anticipated funding amount for each component is:

Component #1 – Title I Adult & Dislocated Worker Career Service Provider:

\$685,000 including \$500,000 for operations and \$185,000 pass-through budget for direct participant cost.

Component #2 – Title I Youth Service Provider:

\$480,000 including \$225,000 for operations and \$255,000 pass-through budget for direct participant cost.

Component #3 – Title I Work-based Learning Employer of Record:

The annual payroll for WIOA eligible Interns is initially expected to be approximately \$200,000. Based on previous years, we anticipate an additional \$400,000 in TN Youth Employment Program funds; however, the TYEP funds are not typically awarded until May.

An entity may bid on one, two or all three components. Contracts will be awarded based on the bids for the individual components and may be awarded to the same or different entities. The Board may negotiate with providers to determine which role(s) the provider will excel in the most.

- The NWTNWB/WFI will award contracts to the successful respondent(s) effective June 22, 2026 through June 30, 2027. A total of 25% of the operational budget will be awarded at this time, along with a limited amount of direct participant pass-through funds. The remainder of program funds for operational budget and direct participant budget will be awarded on October 1, 2026. See Budget for additional detail.

- Subject to performance and fund availability, the selected contractor may be eligible for up to three (3) 1-year extensions with budget subject to NWTNWB approval.
- A separate budget is required for each component. Line items require a detailed narrative explanation.
- All funding of this RFP is contingent upon the NWTNWB 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 NWTNWB.
- For the awarded contract, the submitted proposal, with any negotiations, will become part of the official contract file. Any commitments made in the proposal will be part of the contract and will be binding on the contractor.
- The contract will be awarded as a line-item cost reimbursement. No expenses are reimbursable until a contract or letter of authorization has been issued to incur cost as of a specific date.
- Monthly invoices are due by the 10th of the month for the previous month, unless other arrangements are made (weekly or bi-weekly) and must include documentation of expenditures. Invoices will be paid within 30 days of receipt of a properly documented invoice.
- The issuance of this solicitation in no way commits the NWTNWB to pay any cost for the preparation and submission of a proposal. The Bidder assumes all costs of preparation of the proposal and any presentation necessary for the proposal process.
- The NWTNWB may elect to reject all proposals if scope of work is not adequately addressed, fund request is not appropriate for scope of services, or for other reasons deemed appropriate by the NWTNWB.

All amounts are subject to change based on availability of funding from the State of Tennessee.

1.6 RFP Component Descriptions

Component #1: Title I Adult & Dislocated Worker Career Service Provider (ADWCSP)

The NWTNWB/WFI seeks to contract with an organization to serve as the ADWCSP. The role of the ADWCSP will be to manage the program by employing and supervising staff to:

- A. Provide appropriate basic, individualized, and follow-up career services to AJC customers and arrange for the provision of training and necessary supportive services for eligible WIOA Adults and Dislocated Workers, and other partner

programs and special grants identified by the NWTNWB/WFI as outlined in the Scope of Work.

- B. Provide training and/or support services payments directly and/or on behalf of participants, including, but not limited to, Individual Training Accounts, Supportive Services, such as transportation assistance, and other direct participant costs identified by the NWTNWB/WFI.
- C. Coordinate with the Work-based Learning Employer of Record to assure participant payroll processes for Work Experience and Transitional Work Experience are participant and worksite focused.
- D. Coordinate with the One-Stop Operator to ensure optimum communication and cooperation with partner programs and maintain a periodic presence at access points throughout the nine-county region, with a focus on locations serving priority and / or target populations.

Component #2: Title I Youth Service Provider (YSP)

The NWTNWB/WFI seeks to contract with an organization to serve as the YSP. The role of the YSP will be to manage the program by employing and supervising staff to:

- A. Provide eligible In-School Youth (ISY) and Out-of-School youth (OSY) ages 14 to 24, State of TN Youth Employment Program (TYEP) participants, and other identified youth in the nine (9) counties of the Northwest LWDA with all appropriate services included in the youth design framework and [14 Youth Elements](#) through direct offerings and/or referral to partners as outlined in the Scope of Work.
- B. Provide training and/or support services payment directly and/or on behalf of participants, including, but not limited to, Individual Training Accounts, Incentives, Supportive Services, such as transportation assistance, and other direct participant costs identified by the NWTNWB/WFI.
- C. Coordinate with Work-based Learning Employer of Record to assure participant payroll processes for Work Experience are participant and worksite focused.
- D. Coordinate with the One-Stop Operator to ensure communication and cooperation with partner programs and maintain a periodic presence at access points throughout the nine-county region, with a focus on locations serving priority and / or target populations.

Component #3: Work-based Learning Employer of Record (EOR)

The NWTNWB/WFI seeks to contract with an organization to serve as EOR.

NWTNWB/WFI, through its contracts with the ADWCSP and YSP will recruit interns, develop worksites and job descriptions, provide initial orientations and supply the EOR with contact information to complete the employment process. The role of the EOR is to hire and manage all personnel aspects of employment for interns participating in work experience with various employers as follows:

- A. Conduct new hire on-boarding process for interns

- B. Pay interns and all applicable employee burdens such as taxes, workers compensations, UI (when applicable), etc.
- C. Coordinate with CSP and/or YSP assigned staff member for any disciplinary action toward the intern, prior to action being taken.
- D. Provide NWTNWB/WFI proper documentation (electronic or paper) for reimbursement of payroll on a timely basis.
- E. Coordinate with CSP and/or YSP to assure participant payroll processes are participant and worksite focused.

NOTE: WFI's Work Site Agreement requires all work sites/supervisors to abide by Child Labor Laws for Interns under the age of 18. Additionally, the Work Site Agreement prohibits work in occupations considered to be dangerous. The EOR will have the right to reject any worksite assignment deemed to be inappropriate for the age of the intern to assure compliance with child labor laws.

1.7 Facilities and Equipment

WFI and/or the State of Tennessee, hold the leases on all American Job Centers (AJCs). Partners within the AJC, including the ADWCSP and YSP, must contribute to the operation of the AJC, including facility cost, technology cost and oversight and coordination with the One-Stop Operator. These funds are held by WFI and are not included in the component budget.

The State has certified two (2) comprehensive (Carroll County – Huntingdon and Dyer County – Dyersburg) and one (1) specialized center (Weakley County – Dresden) in Northwest TN LWDA.

Carroll County (Comprehensive) 470 Mustang Dr., Huntingdon, TN 38344 Center Hours: Monday – Friday, 8:00 AM - 4:30 PM
Dyer County (Comprehensive) 313 West Cedar St., Dyersburg, TN 38024 Center Hours: Monday – Friday, 8:00 AM - 4:30 PM
Weakley County (Specialized) 116 W Main St., Dresden, TN 38225 Center Hours: Monday – Thursday, 8:00 AM - 4:30 PM

Office space will be provided for front-line ADWCSP and YSP staff and appropriate Supervisor/Team Lead as determined by customer needs in the proposal. Other staff may be provided space but are not guaranteed the location. Additional information on AJC space:

- Comprehensive Centers are required to be open for business Monday-Friday, 8:00 to 4:30. Additional hours outside of the normal workday may be required for special needs of customers. All Comprehensive Centers must follow the State of TN holiday schedule. At least one Title I staff must be on-site during all regular AJC business hours.
- A part-time schedule is allowed for the specialized AJCs in Dresden (Weakley County). Consideration will be given to any proposed changes to the schedule in the RFP.
- All signage utilized in/on the AJC must be approved in advance by the NWTNWB/WFI and meet the TDLWD branding requirements.
- All centers are certified as ADA compliant and include assistive technology.
- The NWTNWB/WFI provides for all basic furniture needs for staff and customers at each of the AJCs.
- The NWTNWB/WFI will provide voice communication equipment and laptops with operating system and docking station/dual monitors for front-line contractor staff, including providing IT Support for hardware. If the ADWCSP or YSP has equipment available, this may be utilized instead. ADWCSP and YSP will provide necessary software such as Microsoft Office products, Adobe Pro, etc. and will be responsible for set-up of email, other necessary accounts, and IT Support for software products. The NWTNWB/WFI will provide internet and WIFI access in all AJCs. Additionally, the NWTNWB/WFI will provide all equipment, software and IT support for all resource centers/computer labs, along with shared network equipment.
- This RFP does **not** include the provision for the purchase of equipment, but equipment may be added at a later time, if appropriate. If funds are awarded for equipment, the contractor must follow NWTNWB and TDLWD procurement policies, including that all equipment is tagged and included on the NWTNWB inventory. NWTNWB retains ownership of all equipment purchased through this contract.
- ADWCSP and YSP, will be responsible for purchasing all supplies related to their program and may include an appropriate amount in the budget request.

In addition to the AJCs, the One-Stop Operator for NWTNWB has identified multiple access points throughout the area. An Access Point is a physical location where job seekers and employers can receive information on how to access programs, services and activities of the required one-stop partners' programs. One-stop partner staff may also utilize an Access Point to meet with customers, as needed. ADWCSP and YSP should include access points in their service model.

ACCESS POINTS

Benton County Public Library (Benton)
Benton County Community Resource Center (Benton)
McKenzie Memorial Library (Carroll)
Crockett County Memorial Library (Crockett)
Nance Tax Service (Crockett)
Gibson County Memorial Library (Gibson)
Mildred G. Fields Memorial Library (Gibson)
W.G. Rhea Public Library (Henry)
Henry County Central School (Henry)
Tennessee Rehabilitation Center (Henry)
Ridgely Public Library (Lake)
Lake County Government (Lake)
Tiptonville Public Library (Lake)
Obion County Public Library (Obion)
Ned R. McWherter Weakley County Library (Weakley)
Martin Public Library (Weakley)

1.8 Participant Data and Performance Measures

The following information is data for the most recent program year, July 1, 2024 to June 30, 2025 and the first quarter from July 1, 2025 – September 30, 2025. There is also a link to the Northwest TN Workforce Board Annual Report 2024-25 and Quarterly Dashboard September 2025 for additional information. **Data is for illustration purposes only.**

[NW Annual Report 2024-25](#)

[NW Dashboard Sept 2025.pdf](#)

CUSTOMER VISITS TO AJC			
County AJC	2024-25 Customer Visits	2024-25 Avg. Monthly Customer Visits	2025-26 1 st Qtr. Avg. Monthly Customer Visits
Carroll	3279	273	264
Dyer	2480	207	180
Weakley	715	60	41
Total	6474	540	485

Top 5 visit reasons:

Job Search/Resource Room; Unemployment Insurance; Networking; Job Search Assistance; Job Fair
Total Services Provided
2024-25 13,122; 1st Qtr. 2025-26 – 2,910

ENROLLMENTS BY COUNTY			
County AJC		2024-25 Enrollments by County	2025-26 1 st Qtr. Enrollments by County
<i>Carroll</i>		61	22
<i>Dyer</i>		57	9
<i>Weakley</i>		53	17
<i>Benton</i>		19	6
<i>Crockett</i>		7	1
<i>Gibson</i>		21	12
<i>Henry</i>		31	6
<i>Lake</i>		24	16
<i>Obion</i>		46	22
Total Title I		319	111

ENROLLMENTS BY ACTIVITY/SECTOR/PROVIDER				
Sector	2024-25 Enrollment by ITA	2025-26 1 st Qtr. Enrollment by ITA	2024-25 Enrollment by OJT	2025-26 1 st Qtr. Enrollment by OJT
<i>Healthcare & Social Assistance</i>	74	33	5	0
<i>Manufacturing</i>	35	11	72	16
<i>Construction</i>	34	11	50	1
<i>Transportation & Logistics</i>	20	6	0	0
<i>Information & Professionals, Scientific & Technical Services</i>	17	5	2	11
<i>Hospitality & Tourism</i>	0	0		0
Total	181	66	129	28

2024-25 ITA by Provider Type: 60% TCAT; 20% Community College; 16% Private; 4% University

2025-26 1st Qtr ITA by Provider Type: 59% TCAT; 23% Community College; 17% Private; 1% University

Total Work Experience – 2024-25: 43 ; 2025-26 1st Qtr.: 18

Total Youth Incentives – 2024-25: 4 ; 2025-26 1st Qtr.: 10

NUMBER OF CASES BY COUNTY As of 12-31-25			
AJC/Location	Active Cases	Follow-up Cases	Total Case Load
Carroll Co (Huntingdon)	110	9	119
Dyer Co (Dyersburg)	131	10	141
Dresden (Dresden)	107	13	120
Total	348	32	380

The Respondent to this RFP for the Adult & Dislocated Worker Career Service Provider and Youth Service Provider components will be responsible to meet current Performance Measures as part of their contract goals based on negotiated rates with the State.

Federal Performance Measures: The prior Program Year **2024-2025** Goals and Actual Performance are included for your information.

Adult Measures:

	Goal	Actual
Employment Rate 2 nd Quarter After Exit	92.2%	92.9%
Employment Rate 4 th Quarter After Exit	86.2%	91.3%
Median Earnings 2 nd Quarter After Exit	\$8,500	\$8,580.71
Credential Attainment Within 4 Quarters After Exit	78.6%	82.3%
Measurable Skills Gains	77.4%	78.5%

Dislocated Worker Measures:

Employment Rate 2 nd Quarter After Exit	83.5%	100.0%
Employment Rate 4 th Quarter After Exit	78.4%	76.5%
Median Earnings 2 nd Quarter After Exit	\$8,540	\$7,800.00
Credential Attainment Within 4 Quarters After Exit	69.8%	85.7%
Measurable Skills Gains	90.1%	87.5%

Youth Measures:

Employment Rate 2 nd Quarter After Exit	87.7%	81.3%
Employment Rate 4 th Quarter After Exit	80.0%	89.4%
Median Earnings 2 nd Quarter After Exit	\$3,922	\$4,294.23
Credential Attainment Within 4 Quarters After Exit	69.8%	91.7%
Measurable Skills Gains	72.6%	91.9%

Employer Measures: The below Employer Measures are of interest to the state and NWTNWB; however, the TDLWD has not issued specific percentage goals at this time. Responders to the RFP should be prepared to meet these measures when issued.

- Employer Penetration Rate (percentage of employers using services in the State)
- Repeat Business Customer Rate (percentage of employers who receive core services more than once in the last three recording periods)

Key Performance Indicators (KPIs): KPIs provide a way of measuring the effectiveness of an organization in achieving its goals. KPIs are set by the State and may address, Federal, State or Local priorities. KPIs were developed to increase the impact of the public workforce system, primarily through increased enrollment. In pursuit of continuous improvement, the Tennessee Department of Labor and Workforce Development has developed annualized regional and state KPIs. From the guidelines, each Local Workforce Development Board (LWDB) will be tasked with collaborating within their grand planning region to develop quarterly targets specific to the goals and need of the local area. The evaluation of locally developed KPIs will reveal strengths and areas of improvement. The following details Northwest LWDB's current KPIs for new enrollments, unless otherwise noted.

Program	Enrollment Goal 2024-25	Enrollment Actual 2024-25	Enrollment Goal 1 st Qtr. 2025-26	Enrollment Actual 1 st Qtr. 2025-26
Adult / Dislocated Worker/Youth	280	252	85	86
Title I / Title III Co-Enrollments	90%	24%	90%	31.6%
Wagner Peyser	1216	1931	320	416

Work-based Learning Data: During the past program year approximately 40 WIOA eligible and 350 TN Youth Employment Program eligible teenagers and young adult interns worked in the summer and year-round programs. The interns were paid from \$8 to \$16.82, averaging \$11.72 per hour based on the job responsibilities and worksite pay scale. Interns' weekly hours ranged from 5 to 40 hours per week, with total hours ranging from approximately 200 – 400 hours. Hours vary based on worksite needs, youth availability and fund availability. A typical payroll included 75 interns. It is anticipated that approximately 15% of interns placed will be of age 14-15*, 35% age 16-17* and the remainder over the age of 18.

* WFI's Work Site Agreement requires all work sites/supervisors to abide by Child Labor Laws for Interns under the age of 18. Additionally, the Work Site Agreement prohibits work in occupations considered to be dangerous. The EOR will have the right to reject any worksite assignment deemed to be inappropriate for the age of the intern to assure compliance with child labor laws.

TYPICAL WORKERS COMPENSATION CODES FOR WORK EXPERIENCE INTERNS	
Code	Description
8810	Clerical Office Employee NOC
9083	Restaurant: Fast Food
8864	Social Services Organization – All Employees, Salespersons, Drivers
9102	Park NOC – All Employees & Drivers
9101	School – All Other Employees
8868	School – Professional Employees & Clerical
9586	Beauty Shop, Barber Shop, or Hair Styling Salon
9403	Garbage, Ashes or Refuse Collection & Drivers

Section 2: Submission & Evaluation

2.1 Bidders Questions:

All questions that interested parties may have can be directed to the third-party procurement agent, TPMA by emailing procurement@tpma-inc.com. Questions must be submitted via email by February 16, 2026. Responses to questions will be posted by February 23, 2026 on the TPMA procurement portal website, <https://www.tpma-inc.com/procurement-northwest-tennessee-local-workforce-development-area> along with other relevant information, including the RFP, attachments, procurement timeline, contact information, etc.

2.2 Proposal Instructions

Bidders will complete and submit proposal Scope of Work in the following order:

- Cover page
- Conflict of Interest Form
- Organizational Experience and Capacity, not to exceed ten (10) pages, excluding Exhibits, in the following format: typed in 12-point font, Times New Roman, double-spaced, 1" margins on all sides and page numbers, and table of contents. Requested exhibits should follow individual component in order requested.
- Exhibits for Organization Experience and Capacity section, labeled 1 – 10.2
- Component(s) respondent is bidding on, not to exceed ten (10) pages each in the format listed above.
 - Component #1 - Adult/Dislocated Career Service Provider and Exhibit 11, and/or
 - Component #2 - Youth Service Provider and Exhibit 12, and/or
 - Component #3 - Work-based Learning Employer of Record and Exhibit 13.

- Once completed, interested parties must submit their proposal electronically to TPMA at procurement@tpma-inc.com.

2.3 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 NWTNWB/WFI to evaluate each proposal based on the number of points indicated below.

Section	Points
Organization Experience & Capacity	100
Title I Adult & Dislocated Worker Career Service Provider	100
Youth Service Provider	100
Work-based Learning Employer of Record	100

All items that are mandatory (e.g., inclusion of attachments, financials, etc.) are considered pass/fail and will be reflected in the points awarded.

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. NWTNWB reserves the right to cancel this procurement at any time, for any reason.

2.4 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 Jennifer Bane, Executive Director, Northwest TN Workforce Board, 208 N. Mill Ave., Dyersburg, TN 38024. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

Section 3: Scope of Work

Complete and submit the following forms and narrative based on submission instructions.

Cover Sheet

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
Type of Organization (check all that apply)	Higher Education	Private	
	Community-Based Org.	Business Organization	
	Government Agency	Other (explain)	
	Labor Organization		
	Non-Profit		
	Employment Service State Agency (Wagner-Peyser)		
Contact Person Name & Title			
Contact Person's Email Address & Phone Number			

(Y/N)	Component(s) Bid	Proposed Budget	Proposed Enrollment #
	Adult & Dislocated Worker Career Service Provider	\$	
	Youth Service Provider	\$	
	Work-based Learning Employer of Record		%

Signatory Authority Name and Title	
Certification/Signature: By signing this document, I certify that all information provided is true and correct. Further I certify our organization will comply with all Federal/State/Local laws and regulations.	

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 NWTNWB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this proposal and delivery of services is a member of the Northwest or Southwest TN Workforce Development Board, the Consortium of Local Elected Officials of Northwest or Southwest TN, an employee of Workforce Innovations, Inc. or employee of TPMA 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. Through the use of a third-party procurement process, a conflict of interest does not prohibit the applicant from being awarded a contract and providing services, but it must be disclosed to ensure bidding and contracting processes are handled appropriately. The NWTNWB reserves the right to disqualify a bidding entity should a conflict of interest be discovered during the solicitation process that has not been disclosed.

Further, the NWTNWB will declare entities ineligible if they are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Respondents must disclose any legal judgements, claims, arbitration proceedings, lawsuits or other legal proceedings pending or outstanding (unresolved) against the organization, its owners, officers or principals. Respondents must comply with Section 504 of the Rehabilitation Act of 1973, the Federal Drug-Free Workplace Act of 1988, and the American's with Disabilities Act to be eligible.

List any potential conflict or factor that may affect eligibility:

Signatory Authority Name

Signature

Date

3.0 All Component: Organizational Experience and Capacity

To be successful in this bid process, the NWTNWB/WFI needs to have a full understanding of your organizational experience and capacity. Provide the following information:

1. A brief history of your organization, including the location for your principal operations, the mission/vision/goals, and overview of all services offered. Include a copy of your current organizational chart (*label as Exhibit 1*).
2. A brief description of services, similar to those being proposed, that your organization has provided over at least the last 5 years. In the description include how you track performance and provide a narrative of progress made toward current contracts, successfully completed contracts and/or contracts terminated prior to completion. Include a list of each entity, contact information, and performance data (*label as Exhibit 2*). Include three (3) reference letters from organizations you have provided similar services to in the past 10 years (*label as Exhibit 2.1, 2.2, 2.3*). *We reserve the right to verify all information with entities included in this section.*
3. A description of any specific experience working with individuals who may have extensive barriers to participation in the program and/or employment opportunities, including individuals with disabilities, ex-offenders, homeless population, etc. Include a list of community resources and agency contacts you have worked with to serve under-represented populations in at least the last 5 years (*label as Exhibit 3*). *We reserve the right to verify all information with these entities.*
4. A description of how the components you are bidding on will fit within your overall organization. Include a combined organizational chart for ALL components you are bidding on (*label as Exhibit 4*).
5. A description of staffing needs for ALL components you are bidding on. Include whether staff will be full-time, part-time or shared between components or with other organizational duties. Include job descriptions for all positions charged (fully or partially) to the contract (*label as Exhibit 5*)
6. A brief description of the experience level of current staff who will be charged to the contract. Include resumes for current staff who will be charged to the grant (*label as Exhibit 6*).
7. An implementation plan for all components bidding on, including onboarding, staff training, adoption of NWTNWB policies, and how your organization will comply with all federal/state/local regulations, as well as provide oversight to ensure compliance, etc. Include an implementation timeline (*label as Exhibit 7*).
8. A description of any specific equipment hardware or software, not to be provided by NWTNWB/WFI, that you plan to utilize in relation to this RFP, including your level of expertise and how IT support will be provided. Company specifications/descriptions may be included (*label as Exhibit 8*). For Adult & Dislocated Worker Career Service Provider and Youth Service Provider

components, include specific experience related to the State of Tennessee Virtual One-Stop (VOS) system.

9. A description of company technology security/PII/confidentiality policies/processes and your willingness to adopt the policies/processes of the NWTNWB, if yours do not comply with State of TN mandates. Include copy of policies (*label as Exhibit 9*).
10. A description of your organization's fiscal/accounting systems, including, your experience managing federal/state grant funds, the ability to track grants/expenditures separately, how you will manage cash flow with a reimbursement contract and a summary of the results of any audits for the past 5 years. Also include specifics (frequency, method, etc.) of making payments directly to participants, training providers and/or vendors. Include a copy of the last two years audited financial statements (*label Exhibit 10.1*) and a copy of your agency's approved Indirect Cost Rate Plan, if you are budgeting for indirect costs (*label as Exhibit 10.2*).

3.1 Component #1: Title I Adult and Dislocated Worker Career Service Provider

In your role as Title I Adult & Dislocated Worker Career Service Provider, please describe in detail how your agency will provide the following services by using two (2) fictitious customer examples – Mary Smith and John Jones. Take each customer through difference scenarios, providing all appropriate services. Each customer does not have to receive all services, but all services should be addressed between the two examples. If a service is not appropriate for the example, explain why it is not. Be sure to highlight customer service, case management strategies and methods to ensure customers achieve positive outcomes.

The ADWCSP will employ and supervise staff to:

- A. Provide appropriate basic, individualized, and follow-up career services to AJC customers and arrange for the provision of training and necessary supportive services for eligible WIOA Adults and Dislocated Workers, and other partner programs and special grants identified by the NWTNWB as outlined below:
 - 1) **Basic Career Services** must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and Federal cost principles:
 - a. Determinations of whether the individual is eligible to receive assistance from the adult, and / or dislocated worker programs
 - b. Outreach, intake (including worker profiling), and orientation to information and other services available through the one-stop delivery system (American Job Center)

- c. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive services needs
- d. Labor exchange services, including— (i) Job search and placement assistance, and, when needed by an individual, career counseling, including— (A) Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and (B) Provision of information on nontraditional employment; and 261 (ii) Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;
- e. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs
- f. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including— (i) Job vacancy listings in labor market areas; (ii) Information on job skills necessary to obtain the vacant jobs listed; and (iii) Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- g. Provision of performance information and program cost information on eligible providers of training services by program and type of providers
- h. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one stop delivery system
- i. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: child care; child support; medical or child health assistance available through the State's Medicaid program and Children's 262 Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for Temporary Assistance for Needy Families, and other supportive services and transportation provided through that program;
- j. Provision of information and assistance regarding filing claims for unemployment compensation, by which the one-stop must provide

meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation. (i) "Meaningful assistance" means: (A) Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or (B) Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time. (ii) The costs associated in providing this assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof.

k. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

2) **Individualized Career Services** must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:

- a. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
263 (i) Diagnostic testing and use of other assessment tools; and (ii) In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
- b. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, the eligible training providers (as described in § 680.180 of this chapter);
- c. Group counseling
- d. Individual counseling
- e. Career planning
- f. Short-term pre-vocational services including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training
- g. Internships and work experiences that are linked to careers (as described in § 680.170 of 3.
- h. Workforce preparation activities
- i. Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and § 681.500 of this chapter
- j. Out-of-area job search assistance and relocation assistance; and
- k. English language acquisition and integrated education and training programs.

- 3) **Training Services**, in compliance with WIOA, training services may include:
 - a. occupational skills training, including training for nontraditional employment
 - b. on-the-job training
 - c. incumbent worker training
 - d. programs that combine workplace training with related instruction, which may include cooperative education programs
 - e. training programs operated by the private sector
 - f. skill upgrading and retraining
 - g. entrepreneurial training
 - h. transitional jobs
 - i. job readiness training provided in combination with other services (1-8)
 - j. adult education and literacy activities, including activities of English language acquisition and integrated education and training programs, provided concurrently or in combination with services described in 1-7
 - k. customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training
- 4) **Follow-up Services** must be provided, as appropriate, including counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.
- 5) **Business Services** will be provided by the NWTNWB/WFI as described below. Adult & Dislocated Worker Career Service Provider will provide support and assistance as needed.
 - a. The NWTNWB/WFI will be the primary contact for economic development agencies as relates to new and expanding industry and presentation of workforce services available in the region and will be the Lead on all initiatives.
 - b. The NWTNWB/WFI will retain direct participant funds to be paid to employers for on-the-job training, incumbent worker training, apprenticeships, customized training, etc. as part of its Business Service function. Additionally, the NWTNWB/WFI will retain funds set-a-side for special projects/initiatives, such as start-up funds for equipment for re-entry programs.
 - c. The ADWCSP will be responsible for eligibility and case management of the participants referred to employers for training and/or employment.

- B. Provide training and/or support services payments directly and/or on behalf of participants, including, but not limited to, Individual Training Accounts, Supportive Services, such as transportation assistance, and other direct participant costs identified by the NWTNWB.
- C. Coordinate with the Work-based Learning Employer of Record to assure participant payroll processes for Work Experience and Transitional Work Experience are participant and worksite focused.
- D. Coordinate with the One-Stop Operator to ensure communication and cooperation with partner programs and maintain a periodic presence at access points throughout the nine-county region, with a focus on locations serving priority and / or target populations.
- E. Committed to successful outcomes for all contracted services, including meeting or exceeding established current and future Federal Performance Measure targets and Key Performance Indicators (page 11), and **new enrollment goal of 220 Adults & Dislocated Worker participants**. Bidder must provide assurance of meeting accountability measures and may offer additional targets, if applicable.
- F. Provide a detailed narrative of the proposed budget to justify the cost. Examples include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, estimated mileage/visits to locations in accordance with State of Tennessee Travel Regulations at \$.725 per mile, office/other supplies, and agency program operation/indirect costs. Complete the budget form below.

Exhibit 11: Adult & Dislocated Worker Career Service Provider Budget Form

ADULT & DISLOCATED WORKER CAREER SERVICE PROVIDER BUDGET REQUEST	
Salaries	\$
Benefits	\$
Travel	\$
Operational (supplies, communication, etc.)	\$
Subtotal Operational	
Program Indirect*	\$
Subtotal Operational/Indirect Budget (may not exceed \$500,000)	\$
Direct Participant Budget (pass-through award payment to vendors, training providers, and participants)	\$185,000
TOTAL BUDGET REQUEST (\$685,000 maximum)	\$

- **Note: 25% of the Operating Budget and \$38,750 of the Direct Participant Budget will be awarded June 22, 2026. The remainder of the Operating Budget will be awarded October 1, 2026. The remainder of the Direct Participant will be issued subject to receipt of funds from TDLWD.**
- **Direct Participant Budget:** The NWTNWB will award all direct participant funds to the successful bidder for payment to vendors, training providers and participants as a pass-through budget line item. The Direct Participant line item will be increased/decreased via contract modification based on available funds. As pass-through funds, Direct Participant funds are not a required bid item and are not a basis for program indirect cost.
- * *If an agency is requesting reimbursement for program indirect cost, an approved indirect rate proposal from the cognizant agency must be included with the Organizational Experience & Capacity proposal as Exhibit 10.2. Indirect cost will be a part of the competitive bid and subject to negotiation.*
- **All funding of this RFP is contingent upon the NWTNWB 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 NWTNWB.**

3.2 Component #2: Title I Youth Service Provider

In your role as Title I Youth Service Provider, please describe how your agency will provide the following services by using two (2) fictitious customers – Jane Johnson and Jason Williams – taking them through different scenarios, providing all appropriate services. Each customer does not have to receive all services, but all services should be addressed between the two. If a service is not appropriate for the example, explain why it is not. Be sure to highlight customer service, case management strategies and methods to ensure customers achieve positive outcomes.

A. Provide eligible In-School Youth (ISY) and Out-of-School youth (OSY) ages 14 to 24, State of TN Youth Employment Program (YEP) participants, and other identified youth in the nine (9) counties of the Northwest LWDA with all appropriate services included in the youth design framework and [14 Youth Elements](#) through direct offerings and/or referral to partners as outlined below:

1. **Intake:** An orientation process must be provided to each potential eligible youth participant. Orientation must include information on the services that are available within the WIOA Title I youth program and the One-Stop Service Delivery system in the local area. These services may include, but are not limited to:

- a. Orientation/Introduction of the program purpose
- b. All program services and resources available
- c. Responsibilities of other service providers
- d. Program participant's responsibility
- e. Information on follow-up services
- f. Information on support services
- g. Referral to other appropriate services

Intake involves registration, eligibility determination, and collection of documentation to support verification of eligibility for services. Other services also include referral for basic skills development and referral to other services as appropriate.120 CFR 681.420220 CFR 681.210-681.220320 CFR 681.320.

2. **Assessments:** Assessment is a process that identifies service needs. An objective assessment must be administered to all eligible youth. The WIOA youth program design requires an objective assessment of academic levels, goals, interests, skills levels, abilities, aptitudes, and supportive service needs; it also measures barriers and strengths. Assessment results are used to develop the Individual Service Strategy (ISS). The results from the objective assessment must be entered into Jobs4TN.
3. **Individual Service Strategy (ISS):** The Individual Service Strategy is the plan that identifies the employment goals, educational objectives, and appropriate services for the participants. Development and updating as necessary of an ISS is required for each participant. An ISS must be directly linked to one or more of the indicators of performance and identifies a career pathway that includes education and employment goals. Goals and objectives must be specific,

measurable, achievable, relevant, and timely and align to the interests and career pathway identified in the objective assessment.

4. **Career Coaching:** Case management should be a process that typically includes non-instructional activities such as navigation to and arrangements for academic, career or personal counseling, financial aid, childcare, housing, and other financial assistance that can be critical to the success and continued engagement of the individual in pursuing their career pathway component. Youth programs must provide case management services to assist a youth participant in making informed choices and completing the program. Support may be provided on an individual or group basis. Career Coaching principles and methods must be incorporated throughout the program design. A case manager must be assigned to follow the process of each youth participant from enrollment to program exit, including follow-up services.
5. **Support Services:** Youth programs must provide supportive services to eligible youth participants that are necessary to enable an individual to participate in youth activities authorized under Title I of WIOA. Supportive services will be administered pursuant to the NWTNWB Supportive Services Policy.
6. **Follow-Up Services:** Follow-up services are critical services provided, for no less than 12 months, following a youth participant's exit from the program. These services help ensure the youth is successful in employment and/or postsecondary education and training beyond their program completion. The youth service provider must establish and implement procedures to ensure that follow-up services are conducted and documented in Jobs4TN. At the time of enrollment, youth must be informed that follow-up services will be provided for 12 months following exit. Follow-up services include regular meaningful contact and may include the following allowable follow-up activities:
 - a. Supportive Services
 - b. Adult Mentoring
 - c. Financial Literacy Education
 - d. Services that provide Labor Market Information
 - e. Activities that help youth prepare for and transition to postsecondary education and training
7. **14 Youth Program Elements:** The Workforce Innovation and Opportunity Act (WIOA) Youth program includes 14 elements, which are required to be made available in each local area. The program elements outline a vision for supporting youth and young adults through an integrated service delivery system. All elements must be either directly administered by the YSP or facilitated through coordination with other partners. Youth customers should only receive the elements appropriate to their career pathway.
 - a. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized post-secondary credential.

- b. Alternative secondary school services, or dropout recovery services, as appropriate.
- c. Paid and unpaid work experience (WEX) that have an academic and occupational education component. WEX can include summer employment opportunities available throughout the school year, pre-apprenticeship programs, internships and job shadowing, and on-the-job training opportunities.
- d. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area.
- e. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral as appropriate.
- f. Leadership development opportunities which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors.
- g. Supportive services.
- h. Adult mentoring for the period of participation and subsequent period, for a minimum total of 12 months.
- i. Follow-up services, for a minimum of 12 months, after the completion of participation.
- j. Financial Literacy Education.
- k. Entrepreneurial Skills Training.
- l. Services that provide labor market and employment information about in-demand industry sectors or occupations available, such as career awareness, career counseling, and career exploration services.
- m. Activities that help youth prepare for and transition to postsecondary education and training.
- n. Education offered concurrently with, and in the same context of, workforce preparation activities and training for a specific occupation or occupational cluster.

B. Provide training and/or support services payment directly and/or on behalf of participants, including, but not limited to, Individual Training Accounts, Incentives, Supportive Services, such as transportation assistance, and other direct participant costs identified by the NWTNWB.

C. Coordinate with Work-based Learning Employer of Record to assure participant payroll processes for Work Experience are participant and worksite focused.

D. Coordinate with the One-Stop Operator to ensure communication and cooperation with partner programs and maintain a periodic presence at access points throughout the nine-county region, with a focus on locations serving priority and / or target populations.

- E. Committed to successful outcomes for all contracted services, including meeting or exceeding established current and future Federal Performance Measure targets and Key Performance Indicators (page 11), and **new enrollment goal of 60 WIOA Youth participants**. Bidder must provide assurance of meeting accountability measures and may offer additional targets, if applicable.
- F. Provide a detailed narrative of the proposed budget to justify the cost. Examples include job titles, wage rate, hours worked/charged to grant, types of benefits and rates, estimated mileage/visits to locations in accordance with State of Tennessee Travel Regulations at \$.725 per mile, office/other supplies, and agency program operation/indirect costs. Complete the budget form below.

Exhibit 12: Youth Service Provider Budget Form

YOUTH SERVICE PROVIDER BUDGET	
Salaries	\$
Benefits	\$
Travel	\$
Operational (supplies, communication, etc.)	\$
Subtotal Operational	
Program Indirect*	\$
Subtotal Operational/Indirect Budget (may not exceed \$225,000)	\$
Direct Participant Budget (pass-through award payment to vendors, training providers, and participants)	\$255,000
TOTAL BUDGET REQUEST (\$480,000 maximum)	\$

Note: 25% of the Operating Budget and \$103,500 of the Direct Participant Budget will be awarded June 22, 2026. The remainder of the Operating Budget will be awarded October 1, 2026. The remainder of the Direct Participant will be issued subject to receipt funds from TDLWD.

Direct Participant Budget: The NWTNWB will award all direct participant funds to the successful bidder for payment to vendors, training providers and participants as a pass-through budget line item. The Direct Participant line item will be increased/decreased via contract modification based on available funds. As pass-through funds, Direct Participant funds are not a required bid item and are not a basis for program indirect cost.

* If an agency is requesting reimbursement for program indirect cost, an approved indirect rate proposal from the cognizant agency must be included with the with the Organizational Experience & Capacity proposal as Exhibit 10.2. Indirect cost will be a part of the competitive bid and subject to negotiation.

All funding of this RFP is contingent upon the NWTNWB 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 NWTNWB.

3.3 Component #3: Work-based Learning Employer of Record

In your role as Work-based Learning Employer of Record, please describe how your agency will provide the following services by using two (2) fictitious customers – Sally Brown and Mike Murphy – taking them through different scenarios, providing all appropriate services. Each customer does not have to receive all services, but all services should be addressed between the two. If a service is not appropriate for the example, explain why it is not. Be sure to highlight customer service for both the intern and worksite and methods to ensure customers achieve positive outcomes.

- A. Conduct new hire on-boarding process for interns, including:
 - 1. Perform or arrange for applicant screening, if required by EOR or approved by WFI for worksite request.
 - 2. Collect new hire information (electronic or paper) for the Intern.
 - 3. Collect and maintain time and attendance records (electronic or paper) and coordinate for appropriate approvals.
- B. Pay interns and all applicable employee burdens such as taxes, workers compensations, UI (when applicable*), etc.
 - 1. Pay intern wages in accordance with proposed pay schedule (**preferably at least twice per month**).
 - 2. Specify options for payment of wages such as check, direct deposit, pay card, etc.
 - 3. Pay all applicable taxes, workers compensation and related employer payroll burdens in a timely manner.
- C. Coordinate with ADWCSP and/or YSP assigned staff member for any disciplinary action toward the intern, prior to action being taken.
- D. Provide NWTNWB/WFI proper documentation (electronic or paper) for reimbursement of payroll on a timely basis. Billing must distinguish between direct participant costs (i.e. wages, taxes, workers compensation), and non-participant costs (i.e. program administration overhead/profit costs).
- E. Coordinate with CSP and/or YSP to assure participant payroll processes are participant and worksite focused.
- F. Provide a detailed narrative of all services you will provide such as payroll taxes, workers compensation, applicant screening, etc. Complete the below budget form (*labeled as Exhibit 11.3*) for EOR.

**Pending TDLWD policy guidance appears to exclude FUTA/SUTA payments for TN Youth Employment Program interns and may also apply to WIOA Youth interns since the work experience is considered job training. We hope to have a final decision prior to awarding the EOR contract.*

Exhibit 13: Work-based Learning Employer of Record (EOR) Budget Form

The following Direct Participant Costs will be reimbursed at actual cost to the EOR:

Intern Wages FICA/FICA Med Workers Compensation* FUTA/SUTA (if applicable)

Applicant Prescreening (drug/alcohol or background) will only be reimbursed if pre-approved by WFI.

In addition, NWTNWB/WFI will reimburse the EOR for the agreed upon Overhead/Profit Percentage Mark-up. **The EOR proposal will be evaluated based on the Scope of Work and the Percentage Mark-up for Overhead/Profit.**

Overhead/Profit Mark-up	_____%
-------------------------	--------

Counties Available for Services	(Y/N)
Benton	
Carroll	
Crockett	
Dyer	
Gibson	
Henry	
Lake	
Obion	
Weakley	
Age Groups Available for Services	
14-15 year old	
16-17 year old	

*Please provide a list of any specific workers compensation codes/classifications not allowable (other than violation of Child Labor Laws and/or any restrictions on job duties).

*NOTE: WFI's Work Site Agreement requires all work sites/supervisors to abide by Child Labor Laws for Interns under the age of 18. Additionally, the Work Site Agreement prohibits work in occupations considered to be dangerous. **The EOR will have the right to reject any worksite assignment deemed to be inappropriate for the age of the intern to assure compliance with child labor laws.***