

# LWIA 20 Land of Lincoln Workforce Board

## *One-Stop Operator Procurement Report*

### Introduction

Marcella Consulting Corporation (MCC) was contracted by Illinois Local Workforce Investment Area 20, the Land of Lincoln Workforce Board (LLWB), to act as the third-party procurement agent for the local workforce area's One-Stop Operator selection process for the period 2024-. The selected bidder's role and responsibility is defined in the Request for Proposal (RFP) as:

1. Coordinate service delivery among the partners of the public workforce system in the local workforce area
2. Coordinate service delivery among physical and electronic sites
3. Coordinate services across the local area's workforce system
4. Provide basic services such as orientations, information on careers and labor markets, and resource rooms
5. Implementation of Board policies
6. Report to the Board on operations, performance accountability, and continuous improvements
7. Manage hours of operation at all sites
8. Manage technological resources such as websites, case management information, business networking software, online testing sites
9. Manage daily operations through coordination with WIOA fiscal agent for lease, utilities, and other invoice remittance
10. Manage partner responsibilities as defined in MOU
11. Manage services for individuals
12. Manage services for business
13. Submit annual staffing and operational budgets
14. Follow federal and state regulations pertaining to handling of EEO responsibilities, customer complaints, and physical and programmatic accessibility
15. Fulfill other roles as identified by the Board

### Request for Proposal Draft & Dissemination

Upon contracting with the LLWB, MCC facilitated a project launch call with Victor Martinek, Chair of the Workforce Board and Guenevere Ford, Board Staff, on February 2, 2024 to discuss the duties of the One-Stop Operator and finalize plans for the RFP release process. The parties also discussed the formation of a proposal review committee, comprising Workforce Board members and outside reader(s) from other workforce development areas in Illinois with familiarity with the One Stop Operator functions.

During the project launch call, Ms. Ford also informed MCC that the Land of Lincoln Workforce Alliance (LLWA) and Consortium of local partners would be submitting a bid in response to the RFP. With that

information, MCC confirmed that Ms. Ford would maintain the required firewalls and confidentiality about the process, and that this process had been successful in meeting Federal and State requirements in the past to ensure no conflicts of interest would arise and to ensure that the procurement process would be in compliance with the Board's updated conflict of interest policy and procurement policy (as well as state and federal regulations).

The RFP was released on February 28, 2024 and widely distributed through several key media. The RFP was posted on the LWIA 20 Workforce Board's website at <https://worknet20.org/one-stop-operator/>. A legal advertisement was printed in the State Journal-Register on March 1, 2024, and from February 28, 2024, until the due date on the websites of the National Association of Workforce Boards (NAWB) and the National Association of Workforce Development Professionals (NAWDP), the two largest and most prominent entities for disseminating information about the WIOA system nationally.

MCC was committed to ensuring that all interested bidders who wished to submit a proposal could do so in accordance with the eligibility requirements defined in TEG 15-16 and that no additional unreasonable requirements were made.

## Review Process

Once the RFP was released, MCC allowed two weeks for interested bidders to submit questions for clarification. During this period, MCC received no questions from interested bidders and updated the LWIA 20 website to reflect that update. The deadline for proposal submission was April 5, 2024, and the procurement team received one (1) submission from the Land of Lincoln Workforce Alliance and Consortium.

The proposal was provided to each member of the proposal review committee (list attached) and evaluated independently and collectively using a scoring matrix developed specifically for this procurement.

During the review process, one clarifying question was sent to the bidder. This was related to clarifying the budget amount, as the budget listed had included a total cost by the Consortium partners and referenced a highlighted request amount. Jeff Marcella asked the bidder to clarify that they were only requesting the highlighted amount, and the bidder immediately provided a clarification in the affirmative. The evaluation team determined the question and response acceptable, and the supplemental information reviewed made no material difference to evaluation team member scores.

The evaluation team's average score was 91.5 on a scale of 0-100.

## MCC's Recommendation

The procurement of a One-Stop Operator for LWIA 20 led to one proposal from the Land of Lincoln Workforce Alliance. In accordance with TEG 15-16, MCC ensured a full and open competition by soliciting bids through several resources regionally and statewide. A sufficient amount of time (37 days / 5 weeks) was provided for interested bidders to submit a proposal.

Land of Lincoln Workforce Alliance and a consortium of Partners, including Land of Lincoln Workforce Alliance, Illinois Department of Employment Security, Illinois Department of Human Services - Department

of Rehabilitation Services, Lawrence Education Center, and Lincoln Land Community College submitted a bid that the evaluation team determined was highly qualified, met all proposal requirements, included a budget within the required budget amount limitation and is therefore being recommended for selection by the Land of Lincoln Workforce Board.

The Land of Lincoln Workforce Alliance and Consortium are being recommended for funding at their proposed bid amount of \$30,307, which is below the allowed amount as determined by the Workforce Board. The proposal included the following key strengths and other evaluation information as discussed by the evaluation team and detailed in the team's individual recommendations:

- Exemplary narrative describing a coherent, clear, and detailed process for performing the One Stop Operator functions.
- Solid and extensive experience performing the role for many years and the essential partnership functions since the launch of the WIOA and its predecessor WIA systems as a One Stop partnership.
- Clear experience doing the specific duties of an Operator as described in the RFP. Specific examples and timeframes for the work activities to be performed and methods of delivery.
- Well-prepared team. Job descriptions and resumes show readiness to conduct the work, and the org chart describes a coherent, well-thought-out project plan and qualified project team.
- Strong history of other partnerships in the community.
- Clear lines of authority and relationship in delivering the Operator functions.
- There is limited content on innovations or methods to improve functions at the One Stop. While the plan and past performance are solid and of high quality, there is always room for growth. If the applicant is selected, the Board should pursue additional opportunities for the Operator to expand and improve further as a model One Stop Operator.
- There was some concern over audit findings, as shown in the audit submitted as an attachment. The evaluation team sought and received clarification that these were on an overall audit of the Sangamon County governmental unit, which is the parent entity to the LLWA and the legal applicant entity, and not in relation to the functional unit of the LLWA itself, the County's workforce development, WIOA system activity, or the current Operator contract. This was determined not to be a material concern.

MCC is committed to identifying a qualified One-Stop Operator that meets the needs of the LLWB and Local Workforce Development Area #20. With that in mind, we recommend that the LLWB select the Land of Lincoln Workforce Alliance and Consortium to fulfill that role. This organization has proven a commitment to serving workforce needs in the workforce area and has positioned itself to continually improve and grow its capacity to serve customers across the region.

**Attachments:**

- Request for Proposals for Workforce Innovation and Opportunity Act American Job Center – One-Stop Operator for LWIA 20 (as separate file)
- Advertisements for Release of Request for Proposals (following pages)
- List of Evaluation Team Members (following pages)
- Scoring Template and Score Sheets by Evaluation Team (as separate file)

**LWIA 20 – Land of Lincoln Workforce Board  
WIOA One Stop Operator RFP Process  
Marcella Consulting Corporation serving as Independent Procurement Consultant**

**Evaluation Team Members:**

<b>Name</b>	<b>Title, Organization</b>	<b>Phone</b>	<b>Email</b>
Jeff Marcella	Consultant Marcella Consulting Corporation	773-391-2546	jeffmarcella@gmail.com
Victor Martinek	Board Chair Materials Manager, Inland Tool		vic_martinek@hotmail.com
JT Britton	Board Member Director of Operations, Express Employment Professionals	217-553-8171	jt.britton@expresspros.com
Gloria Brummer	Board Member Associate Professor St. John's College of Nursing	217-554-6464	Gloria.brummer@sjcs.edu
Carrie Folken	Illinois LWIA 4 BEST, Inc./NCIWorks	815-780-0712	carrie_folken@best-inc.org
Robert Frazier	Board Member Operations Manager, All In One Laundry Center and Services	217-415-8587	robert@allinonelaundry.co

Advertisement and Publication Information  
for Land of Lincoln Workforce Board  
One Stop Operator Procurement  
2024

Request for Proposals (RFP)

Attn: Businesses, community and faith-based organizations, not-for-profit agencies, colleges, proprietary schools, labor training programs, and other entities.

Notice of available funding to serve as One-Stop Operator in Local Workforce Investment Area 20 in Central Illinois under the provisions of Title I of the Federal Workforce Innovation and Opportunity Act.

The Land of Lincoln Workforce Board (Illinois Local Workforce Investment Area LWIA 20) is soliciting proposals for One-Stop Operator to coordinate service delivery among the one-stop partners and service providers.

Marcella Consulting Corporation is serving as the independent procurement entity for the Land of Lincoln Workforce Board.

Proposals must include a complete scope of work, qualifications of individuals fulfilling the proposed duties and all costs associated with fulfilling the proposal.

Proposals will be accepted through April 5, 2024 by email to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com)

Interested parties should send an email to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com) requesting a copy of the RFP.

The RFP can also be found after February 28, 2024 at:

<https://worknet20.org/one-stop-operator/>

# LOCALiQ

The State Journal-Register | Canton Daily Ledger  
The Courier | The Register-Mail | JournalStar  
The McDonough County Voice | Star Courier  
Pontiac Daily Leader | Pekin Daily Times  
Journal-Standard | Rockford Register Star

PO Box 631200 Cincinnati, OH 45263-1200

## **PROOF OF PUBLICATION**

Jeff Marcella  
6520 N Campbell Avenue  
Chicago IL 60645

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Request for Proposals for  
Workforce Innovation and  
Opportunity Act One-Stop  
Operator for Land of  
Lincoln Workforce Board.

Attn: Businesses, commu-  
nity and faith-based orga-  
nizations, not-for-profit  
agencies, colleges, propri-  
etary schools, labor training  
programs, and other entities.  
Notice of available funding  
to serve as One-Stop Opera-  
tor in Local Workforce Inno-  
vation Area 20 in Central  
Illinois under the provisions  
of Title I of the Federal  
Workforce Innovation and  
Opportunity Act.

The Land of Lincoln Work-  
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Workforce Innovation Area  
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service providers.

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of the RFP.

The RFP can also be found  
after February 28, 2024 at:  
[https://worknet20.org/one-  
stop-operator/](https://worknet20.org/one-stop-operator/)

March 1 2024

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217-524-5996 · worknet20@worknet20.org



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# One Stop Operator



## RFP for One-Stop Operator 2024

### Proposal Submission Information and Guidance:

The Land of Lincoln Workforce Board is **soliciting proposals for a One-Stop Operator**

to coordinate service delivery among the One-Stop Partners and service providers.

Marcella Consulting Corporation (MCC) is serving as the independent procurement entity for the Land of Lincoln Workforce Board.

Proposals must include a complete scope of work, qualifications of individuals fulfilling the proposed duties and all costs associated with fulfilling the proposal.

Proposals will be accepted through **April 5, 2024** by email to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com).

## **RFP Questions and Inquiries:**

Questions on the RFP may be submitted to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com).

Questions and inquiries are due on **March 14, 2024**.

Answers to submitted questions will be posted on this page on **March 18, 2024**.

[Download PDF of One-Stop Operator RFP 2024](#)

Page 1 / 37 Zoom 100%

Marcella Consulting Corporation  
Serving as Independent Procurement Entity  
For  
Illinois Local Workforce Development Area 20  
Land of Lincoln Workforce Board

**REQUEST FOR PROPOSAL  
FOR  
WORKFORCE INNOVATION & OPPORTUNITY ACT:  
American Job Center – One-Stop Operator**

**Release Date: February 28, 2024  
Proposals Due: April 5, 2024**

**Projected Contract Period:** July 1, 2024 to June 30, 2025  
with extensions possible for additional one-year periods

**All proposals must be submitted electronically to  
[jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com)**

**Proposals must be received no later than April 5, 2024 – 4:00 pm CST**

LAND OF LINCOLN WORKFORCE BOARD  
ONE STOP OPERATOR REQUEST FOR PROPOSALS  
FEBRUARY 28, 2024 PAGE 1 OF 28

## Prior Procurement Solicitation Information

- [Procurement Solicitation](#)
- [Identify Selected One-Stop Operator](#)
- [Total Award \\$ and Duration of Operator Contract](#)

# Quick Links

## Contact Us

-  1300 S 9th St  
Springfield, IL 62703
-  217-524-5996
-  [worknet20@worknet20.org](mailto:worknet20@worknet20.org)



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Workforce Development  
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## Request for Proposals

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<p><b>Mandatory Bidders Conference</b> February 29, 2024</p> <p><b>Proposals Due</b> March 15, 2024</p>	<p>Northeastern Workforce Development Board (NC)</p>	<p>Workforce Innovation and Opportunity Act (WIOA) Youth, Adult, Dislocated Worker Service Provider (/resource/resmgr/rfps/northeastern_wdb_nc.pdf)</p>
<p>3:00 p.m. MT March 15, 2024</p>	<p>Yuma Private Industry Council, Inc.</p>	<p>Services for Updated Research Report on Employment, Industry, and Occupational Trends in Yuma County (/resource/resmgr/rfps/economic_rfp_request_for_pro.pdf)</p>
<p><b>Pre-Bid Conference</b> February 22, 2024</p> <p><b>Proposal Due</b> Noon CST March 21, 2024</p>	<p>Heartland Workforce Solutions</p>	<p>Workforce Innovation and Opportunity Act (WIOA) Service Providers - Douglas, Sarpy, and Washington Counties, NE: WIOA Adult and Dislocated Worker Services; and One-Stop Operator (/resource/resmgr/rfps/heartland_workforce_solution.pdf)</p>
<p><b>Mandatory Letter of Intent</b> March 1, 2024</p> <p><b>RFP Submission</b> 4:00 p.m. ET April 5, 2024</p>	<p>Summit Medina Workforce Development Board (Ohio LWA2)</p>	<p>Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Career Services and One-Stop Operator Services (<a href="https://www.summitmedinaomj.org/board-pages/Bid-Opportunities.html">https://www.summitmedinaomj.org/board-pages/Bid-Opportunities.html</a>)</p>

4:00 p.m. CT April 5, 2024	Illinois Workforce Development Area 20 Land of Lincoln Workforce Board	Workforce Innovation and Opportunity Act (WIOA) American Job Center - One-Stop Operator (/resource/resmgr/rfps/llwb20- onestopoperator_rfp_2.pdf)
12:00 p.m. ET April 15, 2024	Lower Savannah Workforce Development Area	Workforce Innovation and Opportunity Act (WIOA) Operator, Adult, Dislocated Worker, and Youth Services (/resource/resmgr/rfps/ lower_savannah_workforce_dev.pdf)

### Would you or your organization like to post an RFP?

NAWDP members are permitted to post an RFP on this page for members and non-members to view. If you would like to post an RFP on this page, please contact Melissa Robbins at [melissa@nawdp.org](mailto:melissa@nawdp.org) (<mailto:melissa@nawdp.org?subject=NAWDP%20RFP%20posting>).

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1/29/2024

[NAWDP Announces Board of Directors Special Election \(/news/663508/NAWDP-Announces-Board-of-Directors-Special-Election.htm\)](/news/663508/NAWDP-Announces-Board-of-Directors-Special-Election.htm)

1/5/2024

[NAWDP Announces Registration Opening for 40th Annual Conference \(/news/661681/NAWDP-Announces-Registration-Opening-for-40th-Annual-Conference.htm\)](/news/661681/NAWDP-Announces-Registration-Opening-for-40th-Annual-Conference.htm)

## Calendar

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2/28/2024

[more \(/events/event\\_list.asp\)](/events/event_list.asp)

30 Minutes of Excellence Session - February (/events/EventDetails.aspx?id=1814840)

3/5/2024

NAWDP Region 7 - Membership Meeting (/events/EventDetails.aspx?id=1837884)

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NAWDP | P.O. Box 221 | West Plains MO 65775

Phone (877) 202-2472

Email [info@nawdp.org](mailto:info@nawdp.org)

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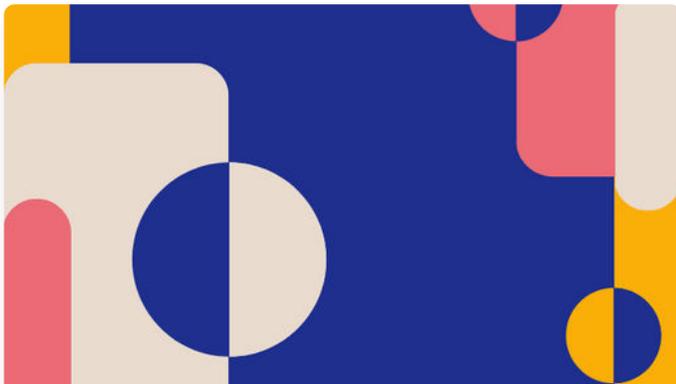
# Carrie Folken

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## Published content



Announcement

One Stop Operator RFP Springfield, Illinois



Carrie Folken  
2/28/24



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**MEMBER'S PORTAL**

# RFP ANNOUNCEMENTS

**CONTACT US**



**The Land of Lincoln Workforce Board <> American Job Center - a-**

## Stop Operator



The Land of Lincoln Workforce Board (Illinois Local Workforce Investment Area LWIA 20 in Central Illinois) is soliciting proposals for a **MEMBER'S PORTAL** One Stop Operator to coordinate service delivery among the partners and service providers. Marcella Consulting Corporation is serving as the independent procurement entity for the Land of Lincoln Workforce Board.

NAWB Connect 2.0    The Forum 2024

Proposals must include a complete scope of work, qualifications of individuals fulfilling the proposed duties and all costs associated with fulfilling the proposal.

Interested parties should send an email to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com) requesting a copy of the RFP.

The RFP can also be found after **February 28, 2024** at: <https://worknet20.org/one-stop-operator/>

Proposals will be accepted through **April 5, 2024** by email to [jeffmarcella@gmail.com](mailto:jeffmarcella@gmail.com)

[RFP Download](#)



**The Kansas Association of Workforce Boards/Workforce Partnership <> Multiple R.F.P's**

**PUBLIC NOTICE: RFP FOR AUDIT SERVICES**

**Posted February 9, 2024 - The Kansas Association of Workforce Boards,**

made up of the five Local Area Workforce Development Boards in Kansas, are accepting bids from qualified entities to provide **audit services**. A Request for Proposal (RFP) will be available for distribution on **February 15, 2024**.



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MEMBER'S PORTAL

To receive the RFP, including all specifications, please contact Leanne Kehres at **620-208-6341** or via email at [leanne@sekworks.org](mailto:leanne@sekworks.org).

Resources ▾ Initiatives ▾  
Advocacy & Policy ▾ News & Media ▾

Deadline to submit pre-bid questions is **5:00 pm February 23, 2024**.

Pre-Bid Conference is **10:00am February 29**. Bids must be received no later than **12:00 pm March 22, 2024**.

The Kansas Association of Workforce Boards welcomes all interested parties to bid and reserves the right to accept or reject any or all applications received, or to negotiate with qualified bidders.

[Full RFP](#)

## PUBLIC NOTICE: RFP FOR ACCOUNTING/PAYMASTER SERVICES

**Posted February 16, 2024** - Workforce Partnership is issuing a Request for Proposal (RFP) for the purpose of securing **accounting services** for the organization.

The RFP is available for distribution on **February 16, 2024**. To receive a copy of the RFP, please click link below OR contact Gail Arner via email at [gaila@workforcepartnership.com](mailto:gaila@workforcepartnership.com).

Deadline for Pre-bid questions is **5:00PM CST on March 1, 2024**.

Deadline to submit proposal is **12:00PM CST on March 15, 2024**.

Workforce Partnership reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this RPF; and unless otherwise specified, to accept any item in a proposal. Workforce Partnership welcomes all interested parties to bid and reserves the right to accept or reject any or all applications received or to negotiate with qualified bidders.

[Full RFP](#)



**MEMBER'  
S PORTAL**

## **Ohio's Local Area 2 Workforce Development Board (WDB) <> Adult and Dislocated Worker Career and Business Services and One-Stop Operator Services RFP**

Ohio's Local Area 2 Workforce Development Board (WDB) announces the issuance of a Request for Proposal (RFP) for entities seeking to provide the following Workforce Innovation and Opportunity Act (WIOA) workforce development services in Summit and Medina Counties during State Fiscal Year 2025: Adult and Dislocated Worker Career and Business Services and One-Stop Operator Services.

### [Full RFP & Related Materials](#)

The RFP was released: **January 31, 2024.**

A mandatory Letter of Intent is due **March 1, 2024.** Proposals are due **April 5, 2024.** RFP questions can be directed to [grace.glaubman@workforcearea2.org](mailto:grace.glaubman@workforcearea2.org) no later than March 22.

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## Philadelphia Works, Inc. <> Philadelphia Talent Hub Model Design RFP



Monday, January 22, 2024

Home About Membership

MEMBER'S PORTAL

Philadelphia Works, Inc. is inviting competitive proposals for an experienced consultant (or consultant team) to guide a comprehensive planning process in close consultation with staff, partners, and stakeholders. Specifically, the consultant will gather multiple rounds of feedback to inform the overarching goals, design, and operational structure of a Talent Hub model.

Organizations interested in submitting a proposal are recommended to complete [this Notification of Intent form](#) by **Friday, February 9, 2024**.

Full proposals are due **Friday, February 23, 2024 by 12:00 pm ET**.

To ensure Philadelphia Works maintains an open competition process, all inquiries regarding this RFP must be submitted via email to [operationsRFP@philaworks.org](mailto:operationsRFP@philaworks.org).

[Full RFP](#)



**OhioMeansJobs**

Cuyahoga County

A proud partner of the  
American Job Center network

## The Cuyahoga County Workforce Funders Group (WFG) <> Strategic Planning RFP

### Request for Proposals

The Cuyahoga County Workforce Funders Group (WFG), a public/private philanthropic partnership of 10+ funders focused on working in Cuyahoga County, is seeking a strategic planning consultant to work with the WFG on building its next three-year strategic framework. The consultant will work with WFG members, stakeholders, and others (to be identified), as well as working with a body of available data, to determine the objectives/goals, desired impacts, primary priorities, and

structure for the next three years. The outcome will be a strategic framework which enables the WFG to determine how to best meet its impact goals through both strategic/proactive and reactive/opportunistic actions in the workforce space.



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**MEMBER'S PORTAL**

**Proposals are due by February 16** and will be reviewed by a subcommittee of the WFG. The WFG may wish to talk further about your proposal and if that is the case, those discussions will happen the week of March 4. (If you are not available for much or all of that week, please indicate that in your proposal so other arrangements can be made if necessary.) **A final decision is expected to be made by March 15** with commencement of the work to start shortly thereafter. If you have any questions, please email Cathy Belk at [cbelk@deaconessfdn.org](mailto:cbelk@deaconessfdn.org).

[Full RFP](#)



## The Mississippi Valley Workforce Development Board <> Multiple RFP's

The Mississippi Valley Workforce Development Board (MVWDB) a 501(c)(3) nonprofit organization is seeking competitive proposals from public or private agencies or other entities with the capacity and expertise to provide Title I Adults and Dislocated Worker Services, Title I Youth services and Title I One Stop Operator services. The Mississippi Valley Workforce Area covers the counties of Jackson, Clinton, Scott, Muscatine, Louisa, Lee, Henry and Des Moines counties in Iowa.

The term of the contracts awarded under this solicitation will be up to 4 years beginning July 1, 2024, through June 30, 2025, with options to renew in part or in whole for additional one -year terms for a total of four years, including all extensions and renewals.

Please click on the below link to view each Request for Proposals: