



Serving Baker, Grant, Harney, Malheur, Morrow,
Umatilla, Union, and Wallowa Counties

REQUEST FOR PROPOSALS
For services to begin July 1, 2026

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)
Adult, Dislocated Worker & Youth

RFP Number: 2026 WIOA RFP

Date of Issuance: February 2, 2026

Proposals Due by: March 2, 2026 by 4:30 PM (PST)

Issuing Office: Eastern Oregon Workforce Board

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SECTION I: GENERAL INFORMATION

A. PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The Eastern Oregon Workforce Board (EOWB) is soliciting proposals for the delivery of services under the Workforce Innovation and Opportunity Act (WIOA) Title I Adult, Dislocated Worker, and Youth programs in its entire eight-county area, which includes Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties. All WIOA services, funded through this RFP, must be available:

- To all qualifying Eastern Oregon area residents,
- In all Eastern Oregon WorkSource Oregon Centers, and
- Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding State of Oregon holidays.

A contract resulting from this RFP is anticipated to begin July 1, 2026. As a result of a successful proposal, EOWB will contract for one year of services with the option to renew annually for up to four years. Contract for services is at the discretion of EOWB and is contingent upon program performance and the availability of funds.

Entities that are eligible to submit a response to this request for proposal include Private-for-Profit, Not-for-Profit, and Public Agency.

B. ESTIMATED ALLOCATIONS

The following is an estimate of the funding allocation based on the previous funding year. Funding is contingent upon the availability of funds.

The approach in providing this sample budget is to provide potential bidders with a sense of the fiscal realities anticipated in the new program/fiscal year. The following budget scenario is for illustrative purposes only and may be used as a starting point in the final budget negotiations once a service provider selection is made and funding allocations are finalized.

ESTIMATED EOWB PY 2026 WIOA FUNDING ALLOCATIONS			
Adult	Dislocated Worker	Youth	Total Funds
\$432,000	\$258,035	\$439,985	\$1,130,020

The successful bidder may also serve as the designated service provider for additional federal and state funds granted to EOWB, such as National Dislocated Worker Grants (WIOA Section 170). Bidders should be familiar with the U.S. Department of Labor National Dislocated Worker Grant Regulations and Guidelines. Therefore, the provider should be prepared to align and integrate additional awards to the benefit of businesses and participants in the Eastern Oregon area. However, no additional funding is pledged.

C. SCHEDULE FOR RFP SUBMISSION, REVIEW, AND AWARDS

Date	Activity
February 2, 2026	RFP is available on the EOWB Website at www.eowb.org
February 6 - February 20, 2026 by 12 Noon (PST)	Question and Answer period
March 2, 2026 by 4:30 PM (PST)	Proposals Due
April 10, 2026	Recommendation(s) Submitted to EOWB
April 17, 2026	Provisional Award Notices Announced
May 1, 2026, at 12 Noon (PDT)	Appeal Deadline
July 1, 2026	Contract Start Date

- EOWB reserves the right to make changes to the above timeline.
- For submission to this RFP see Section V.

SECTION II: EOWB BACKGROUND INFORMATION

EASTERN OREGON WORKFORCE BOARD OVERVIEW

Proposals should demonstrate compliance and alignment with EOWB’s Strategic Plan. The Strategic Plan for 2024 -2028 can be found on EOWB’s webpage: <https://eowb.org/plan-resources>.

EOWB is a non-profit organization that coordinates and oversees the public workforce system in the eight-county area of Eastern Oregon, which includes Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union, and Wallowa counties. EOWB brings together business and community leaders to promote and expand workforce development activities to ensure the long-range economic vitality of the area. EOWB is the policy and planning body for Eastern Oregon’s workforce development system and invests funding necessary to operate the WIOA system for Adult, Dislocated Worker, and Youth programs. EOWB’s oversight responsibility includes:

- The selection and monitoring of the workforce service provider(s),
- Creation and administration of policy,
- Ensuring responsible fiscal management and high-quality participant services,
- The oversight of local performance in accordance with Higher Education Coordinating Commission (HECC) standards, and
- Identifying performance targets.

EOWB's vision is that Eastern Oregon has a qualified labor pool that contributes to a healthy local economy. EOWB identifies six key goals, which support achievement of its vision:

- **Employer Resources:** Employer workforce needs are identified, and solutions are coordinated to help area businesses thrive.
- **Emerging Workforce:** Youth participate in career connected experiences that engage their interests and connect them to employers.
- **Customer-Centric Workforce:** The workforce system is accessible and effective.
- **Qualified Workforce:** Eastern Oregon's workforce is qualified to enter and advance in high-wage high-demand jobs.
- **Community Awareness:** Eastern Oregon employers and community members are aware of workforce development programs and services available to help them.
- **Organizational Sustainability:** Long-term organizational sustainability is achieved through effective performance measurement, assessment, and accountability.

A. LOCAL AREA DATA

The Oregon Employment Department's Workforce and Economic Research Division provides accurate, reliable, and timely information about Oregon's local and state labor markets. This information can be accessed at <https://qualityinfo.org/>.

It is important to state the Eastern Oregon Area includes eight counties and accounts for 40 percent of the state's geographic area. This poses a unique challenge when viewing the entire region and services that are required to be delivered.

B. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

In 2014, Congress enacted WIOA. The vision of WIOA is to achieve and maintain an integrated, job-driven workforce system that links our diverse, talented workforce to our nation's businesses and improves the quality of life for our citizens. The six main goals of WIOA are to:

- Increase access to education, training, and employment - particularly for people with barriers.
- Create a comprehensive, high-quality workforce development system by aligning workforce investment, education, and economic development.
- Improve the quality and labor market relevance of workforce investment, education, and economic development efforts.
- Promote improvement in the structure and delivery of services.
- Increase the prosperity of workers and employers.
- Reduce welfare dependency, increase economic self-sufficiency, meet employer needs, and enhance the productivity and competitiveness of the nation.

C. EASTERN OREGON WORKFORCE BOARD EXPECTATIONS

EOWB envisions in its strategy that a provider(s) will:

- Commit to the [EOWB Strategic Plan 2024-2028](#).
- Add value to a collaborative partnership by communicating regularly with EOWB staff and community partners.

- Assist in building a solution-driven culture and create a seamless customer experience that will unite the workforce, economic development, and education.
- Actively participate in the maintenance of locally driven sector partnerships to better understand, anticipate, and respond to the needs of business and industry.
- Listen and respond to the needs of employers and job seekers, providing high quality customer service for both.
- Maintain a clear staffing plan and the professional capacity to deliver services and meet contract requirements.
- Create and adhere to a fiscally responsible funding plan that aligns with service needs throughout the year. The successful bidder is expected to expend funds and provide service equally throughout the contract period.
- Provide equitable accessibility to services in all eight counties.

The EOWB Board of Directors maintains a stake in the WIOA services provided in the eight-county area and will require regular reporting of services by EOWB staff. EOWB Staff will use the various systems available, up to and including site visits as part of the monitoring process. EOWB will provide leadership in the relationship between the Board and its Service Provider(s).

D. THE WORKSOURCE OREGON (WSO) WORKFORCE DEVELOPMENT NETWORK

The cornerstone of the workforce investment system is a one-stop service delivery system, known as WorkSource Oregon (WSO) that services the needs of dual customers: the jobseeker and the employer. This delivery system is the mechanism through which programs and services are integrated within the area we serve.

All WorkSource Oregon (WSO) centers must adhere to WSO Operational Standards 2.0, a statewide framework for workforce service delivery. These operational standards provide the minimum-level content services required to be available at all WSO centers and provide clarity about what WSO is at both the state and local levels. Successful bidders must demonstrate how the proposed program design will support compliance with the [WSO Operational Standards 2.0](#).

Existing WSO Centers in Eastern Oregon

- Baker County, 1575 Dewey Avenue, Baker City OR 97814
- Harney County, 809 W. Jackson Street – Ste. 400, Burns OR 97720
- Grant County, 120 S Washington St, Canyon City OR 97820
- Umatilla County, 950 SE Columbia Drive –Ste. B, Hermiston OR 97838
- Umatilla County, 408 SE 7th Street, Pendleton OR 97801
- Union County, 1901 Adams Avenue, La Grande OR 97850
- Malheur County, 375 SW 2nd Avenue, Ontario OR 97914

Co-location of the successful bidder(s) is mandatory in each WSO Center in the local workforce area. In addition, successful bidders must make services available in all EOWB counties by working with WSO partners, other state and local service agencies, and community-based organizations.

The following is a sample of the many services the WSO Centers in the Eastern Oregon workforce area provide:

- Job search and placement assistance
- Labor market information
- Workshops on a variety of workforce-related topics
- Career development plans and coaching
- Access to job listings
- Information on unemployment insurance
- Training in literacy and basic skills
- Resource navigation services
- Assessments of job skills, abilities, aptitudes and needs
- Free access to computers, internet, fax, and printers for job search purposes
- Referrals to training, education and related supportive services such as transportation and childcare

E. PERFORMANCE TRACKING

All successful bidders will be required to use internet-based systems designated by EOWB to record and track all client activities, referrals, and program services. Reports generated from these systems will be utilized to determine program performance of the service provider, EOWB, and the State. Therefore, knowledge of the systems, accuracy, and timely entry of information are required. System training will be facilitated through EOWB, and it is the service provider's responsibility to ensure ongoing staff expertise and cooperation.

In addition, the service provider(s) may be asked to provide additional documentation or information not accessible through EOWB systems to evaluate performance outcomes, as well as program strengths and weaknesses.

To help achieve accurate performance tracking, EOWB will require the provider(s) to:

- Meet performance accountability expectations, including:
 - Enrollment targets
 - Equitable county-level service targets (see Appendix B)
 - HECC performance numbers
 - Timely and accurate data entry and reporting
- Achieve pre-defined participant outcomes (i.e., employment, retention, wage gains, training completion).
- Comply with all Federal, State, and local laws, regulations, and policies.

SECTION III: ADULT, DISLOCATED WORKER, AND YOUTH SERVICES

A. WIOA PROGRAM OVERVIEW

In addition to reviewing the information provided in this RFP, all bidders are encouraged to refer to the WIOA Public Law 113-128 and Final Rule for complete definitions and detailed requirements of the legislation. The successful provider(s) will clearly demonstrate in its proposal how it will incorporate the intent of WIOA.

Directly and through partner relationships, the selected bidder(s) will be responsible for providing outreach, employability assessment, job skills training, job placement and support services in accordance with federal, state and local regulations and guidance.

WIOA Eligibility Definition

At the time of eligibility determination, an individual shall qualify as defined by WIOA, Public Law 113-128, ORS 339, and CFR Part 680-681.

PERFORMANCE MEASURES FOR ADULT & DISLOCATED WORKERS

The service provider's performance will be measured against a variety of required outcomes. The expectation for participants served is that they find employment, keep employment and/or advance in employment to become self-sufficient. Specific performance targets are set by the Department of Labor, State of Oregon, and EOWB, annually. Local performance measures may be established as deemed appropriate by EOWB. The selected provider(s) will be held accountable for achieving all performance measures and service targets (i.e., enrollment targets).

B. ADULT PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Title 1-B Adult participants. Workforce services will be provided to adults ages 18 and over, who meet the regulatory eligibility definitions for WIOA Adult formula funds, with a priority of service provided to veterans and eligible spouses of veterans. A minimum investment of 40% Adult funding is required in participant training, including work-based learning opportunities and other innovative strategies that would assist in career exploration and a skilled labor pool. This shall not include staff time and overhead.

C. DISLOCATED WORKER PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Title 1-B Dislocated Worker participants, including the provision of pre-layoff support services (also known as "Layoff Support Services" or "Rapid Response"). The successful bidder will engage with employers in the provision of pre-layoff information and related services under the oversight of EOWB, in accordance with its written guidance.

Under the WIOA Dislocated Worker (DW) program, service provider(s) will be required to serve job seekers and provide employer services as previously described above in the Adult Program and will additionally include the provision of Layoff Support (Rapid Response) activities. A minimum investment of 40% Dislocated Worker funding is required in participant training, including work-based learning opportunities and other innovative strategies that would assist in career exploration and a skilled labor pool. This shall not include staff time and overhead.

D. YOUTH PROGRAM OVERVIEW

This component of the RFP refers to the provision of services provided to WIOA Youth participants. Workforce services will be provided to youth ages 14-24, who meet the regulatory eligibility definitions for WIOA Youth formula funds. A minimum investment of 30% Youth funding is required in participant training, including work-based learning opportunities and other innovative strategies that would assist in career exploration and a skilled labor pool. This shall not include staff time and overhead.

WIOA Youth Spending limitation

To remain compliant with WIOA requirements all local youth programs must follow two key funding rules:

- At least 20% of total WIOA Youth funds must be dedicated to Work Experience activities, ensuring young people have access to meaningful, hands-on learning opportunities.
- Programs must allocate a minimum of 75% of funds to Out-of-School Youth (OSY), with no more than 25% reserved to serve in-School Youth (ISY), prioritizing services for youth facing the greatest barriers to employment.

SECTION IV: SERVICE PROVIDER DUTIES

The primary duties of a service provider will be the day-to-day delivery of WIOA-funded Adult, Dislocated Worker, and Youth services in the area as identified in Section I, A.

Service Provider duties will include:

- Implementing a service strategy that is both business demand-driven, as well as customer-driven, leading to career and employment goals;
- Coordinating the flow of WSO Center customers through the tiers of WIOA in accordance with the WSO Operational Standards 2.0;
- Determining WIOA program eligibility; and
- Maintaining a positive and effective working relationship with WSO Center partners and promoting efficient and effective service delivery through that partnership.

Service Provider Role in the WSO Centers

EOWB has the expectation the service provider is an expert and a collaborator who will:

- Coordinate with the Local Leadership Team (LLT) on a continual basis about best practices regarding WIOA delivery, cost efficiencies, WSO Center budget management, effective partnerships, management of all funding streams, strategic direction and initiatives (e.g. Sector Partnerships), and any other related matters in order to ensure the best possible service using all available resources (i.e., WSO Centers, technology) in compliance with federal, state and EOWB guidance and regulations.
- Ensure knowledge of and compliance with the Implementation of the Nondiscrimination and Equal Opportunity Provisions of WIOA.
- Develop a staffing plan in coordination with EOWB that provides an efficient, cost-effective service design, and enables WSO centers to be flexible to meet changing customer demand and quickly respond to emerging needs and opportunities, while using methods that lower the burden on participants.
- Supervise and provide staff with the knowledge, skills and abilities needed to:
 - Serve a diverse customer pool;
 - Be effective ambassadors for WSO; and
 - Effectively deliver service through all available avenues including face-to-face, virtual, telephone, and in group settings.
- Ensure that all staff are trained on federal and state law, regulations and policies, EOWB policies, and WSO policies and procedures, including WSO Operational Standards 2.0.
- Ensure that staff perform complete, accurate and timely data entry and reporting that is compliant with WIOA reporting requirements and which contributes to performance improvement, including compliance with:
 - Participant file requirements.
 - All EOWB complaint and grievance policies and procedures, and
 - EOWB Equal opportunity policies and procedures.
- Submit reports and other program information requested by EOWB in a timely manner.
- Communicate effectively across multiple partners to ensure continuity.

SECTION V: INSTRUCTIONS FOR PROPOSAL SUBMISSION

A. GENERAL PREPARATION AND SUBMISSION INSTRUCTIONS

The RFP Response Package must be in the order provided below and as provided in Section IX, Response Package. The RFP response is divided into seven components as follows:

Section	Format	Page Limit
Cover Page	Form	1
Proposal Summary	Narrative	1
Organizational Capacity and Past Performance	Narrative w/attachments	5
Program Design and Implementation Plan	Narrative w/attachments	10
Relationships and Collaboration	Narrative w/attachments	5
Program Cost and Budget	Form (2) & Narrative (2)	4
Statement of Compliance Form	Form	1
		27

B. SUBMISSION INSTRUCTIONS

An electronic copy of the entire proposal is required to be sent to collaborate@eowb.org with subject line 2026 WIOA RFP. EOWB must receive the proposal by 4:30 PM (PST) on March 2, 2026.

The submitted proposal package must include all the required forms, narrative answers, and attachments. Failure to do so will disqualify the proposal from competition.

- Proposals are limited to 27 pages, excluding:
 - Letters from employers and partners,
 - Management team resumes, and
 - The Organizational Structure with FTE allocations.

Specific page limits for the proposal are indicated in sub-section A above.

- Responses must follow the outline and use the forms provided in the Proposal Response Package (Section IX.)
- Please use Calibri (Body) 12-font, 1-inch margins and single spacing.
- All proposals are to be submitted in accordance with the terms, conditions and procedures stated in this RFP.
- Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP, with the exception of those proposals withdrawn before the closing date.

SECTION VI: SOLICITATION PROCESS AND TERMS

A. COMMUNICATION AND CLARIFICATION PROCEDURES

All updates related to this RFP will be posted on EOWB's website at www.eowb.org/RFP. The email address to send questions to is Collaborate@eowb.org.

B. PROPOSAL REVIEW AND EVALUATION PROCESS

Proposals that fail to include all items will be considered incomplete and will not be reviewed. Complete proposals will be evaluated for their content, merit, and clarity of language.

Proposals will be screened through the following three-phase process:

Phase I: Initial evaluation of each proposal for acceptability, with emphasis placed on completeness and responsiveness to requisite program criteria. The following minimum criteria will be used to determine which proposals will be considered in Phase II:

- All required services for the program for which the applicant is bidding are addressed;
- All requested information and documentation is included in the application package; and,
- The proposal is submitted in accordance with the RFP preparation and submission instructions.

Phase II: Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the evaluation team.

Proposals will be ranked based on evaluation criteria outlined in the next section. Note: EOWB retains the right to request additional information from any applicant or request an interview of the bidder. Bidders are solely responsible for attending the interview at their cost. If no response adequately addresses the services and outcomes requested, the committee may recommend that no award be made.

Phase III: The recommendation of the Evaluation Team will be presented to EOWB on or before April 15, 2026.

C. PROPOSAL AND EVALUATION CRITERIA

The Evaluation Team will evaluate each submitted proposal based on the point system of the scored sections. The maximum number of points available is 100 points. Sections 1 and 7 are evaluated on a pass/fail basis. Points are awarded for responses to Sections 2-6.

All sections are required to be completed in the order given in the Response Package. Refusal to complete and/or submit all the sections to the satisfaction of EOWB will eliminate the bidder from the award.

Scored Sections*****1. Proposal Cover Page****Pass/Fail**

The Proposal Cover Page must be completed and signed by an organization officer authorized to bind the organization to all commitments made in the proposal.

2. Proposal Summary**5 points**

This category will evaluate the mission of the bidder, clarity of the goals, and the objectives for the WIOA services. The evaluation will include EOWB priorities, the benefit to the participants served, and the approximate cost of services.

3. Organizational Capacity & Past Performance**15 Points**

This category will evaluate past experience in providing services similar to those being proposed, including the ability to deliver as proposed, attain, track and report performance. Evaluation of the performance and management capability of the proposing organization(s) will include:

- a. Compatibility between proposing organization mission and EOWB;
- b. Administrative experience and capacity;
- c. Experience providing workforce or similar services and meeting goals;
- d. Experience complying with federal and state regulations;
- e. Experience with economically disadvantaged groups and specific target populations;
- f. Success in meeting and exceeding goals and initiatives; and
- g. Experience providing services to large geographical rural areas.

4. Program Design and Implementation Plan**40 points**

This category will evaluate the program design, services, and processes. It will include:
Program goals and philosophy;

- a. Strategies and tools to provide components and meet WIOA service requirements and regulations;
- b. Organizational and staffing model;
- c. How the bidder will reach and serve target populations;
- d. Assessment;
- e. Service accessibility;
- f. The extent of collaboration and leveraging of other resources;
- g. Client service flow;
- h. Relationship to EOWB Strategic Plan; and,
- i. Innovation and creativity of program design.

5. Relationships and Collaboration**15 points**

This category will evaluate how well the proposed program has planned to work together with the one-stop partners, community colleges, K-12 school systems, community resources, and other service providers to leverage funds and integrate services and staff functions. It will include:

- a. Depth and breadth of partners relative to proposed program design;
- b. Ability to leverage other resources;
- c. Collaboration with WorkSource to triage and seamlessly serve 16-24 year olds; and,
- d. Relationships with K-12 system, other community organizations, and businesses.

6. Program Cost**25 points**

This category will evaluate the cost of the proposed program and the degree to which expenditure of funds relates to performance outcomes. Budgets will be reviewed for accuracy and completeness. Additionally, all proposals will be reviewed for costs that are allowable, fully justified, and competitive as measured by the review of the line-item budget, the program design, cost per participant, and comparison to all other proposals. **Note:** The budget that is proposed will not necessarily be the amount funded.

7. Statement of Compliance Form**Pass/Fail**

The Statement of Compliance Form must be completed and signed by an organization officer authorized to bind the organization to all commitments made in the proposal.

D. APPEALS AND DISPUTES

Any bidder who wishes to contest the process of the award(s) for funding under this RFP must write to the Eastern Oregon Workforce Board within 10 days of notice of funding award. EOWB will issue a decision on appeals within 30 days of receipt.

EOWB encourages the use of informal resolution to address complaints or disputes related to RFP process issues. Written complaints should be emailed to:

Erin Carpenter
Collaborate@eowb.org
 Subject: 2026 WIOA RFP

SECTION VII: PROVISIONS & DISCLAIMERS

1. This RFP is for one year and is renewable at the discretion of the board until 2030.
2. EOWB reserves the right to accept or reject any or all proposals received.
3. EOWB reserves the right to waive informalities and minor irregularities in offers received.
4. This RFP does not commit EOWB to award a contract.
5. This RFP is for WIOA services, and other related programs and funding streams which may become available to EOWB during this funding period, to be extended to the service provider at EOWB's discretion.
6. EOWB may accept any item or group of items of any offer, unless the bidder qualified its offer by specific limitations.
7. EOWB may select a service provider based on initial offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the bidder can submit to EOWB.
8. EOWB reserves the right to request additional data or oral discussion or documentation in support of written offers.
9. No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies under WIOA.
10. All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to EOWB and be subject to disclosure under the Freedom of Information Act.
11. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected bidders and EOWB staff, and continued availability of WIOA funds.
12. Any changes to the WIOA program, performance measures, funding level, or Board direction may result in a change in contracting. In such instances, EOWB will not be held liable for what is in the bidder's proposal or this Request for Proposals package.
13. Proposals submitted for funding consideration must be consistent with, and if funded operated according to, the federal WIOA legislation, all applicable federal regulations, State of Oregon policies, and EOWB policies and procedures.
14. The service provider(s) selected for funding must also ensure compliance with U.S. DOL regulation 2 CFR 200.
15. The service provider(s) will be expected to adhere to EOWB procedures to collect, verify, and submit data as required, including monthly invoices to EOWB.
16. Additional funds received by EOWB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of EOWB.
17. EOWB may decide not to fund part or all of a proposal even though it is found to be in the competitive range, if in the opinion of EOWB:
 - a. The services proposed are not needed;
 - b. The costs are higher than EOWB finds reasonable in relation to the overall funds available; or
 - c. Past management concerns lead EOWB to believe that the bidder may not be able to deliver the best quality of service.

18. EOWB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, geographical considerations, leveraging of outside resources, and target populations.
19. Any proposal approved for funding is contingent on the results of a pre-award review that may be conducted by EOWB staff. This site visit will establish, to EOWB's satisfaction, whether the bidder is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of EOWB, that the bidder may not be able to fulfill contract expectations, EOWB reserves the right not to enter into contract with the organization, regardless of EOWB approval of the bidder's proposal.
20. EOWB is required to abide by all WIOA legislation and regulations. Therefore, EOWB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies.
21. All bidders must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA- or EOWB- funded program or activity because of race, color, religion, sex (e.g., pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status and gender identity), national origin, age, disability, or political affiliation or belief, or against beneficiaries based on either citizenship status.
22. All bidders must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
23. Bidders must accept liability for all aspects of any WIOA program conducted under contract with EOWB. Bidders will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted.
24. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a bidder fails to meet expenditure, participant, and/or outcome targets specified in the contract, or when anticipated funding is not forthcoming from the federal or state government.
25. Bidders will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and participants. In addition, bidders are required to maintain all WIOA records according to records retention policies and guidance.
26. The contract award will not be final until EOWB and the bidder have executed a mutually satisfactory contractual agreement. EOWB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final EOWB approval of the award and execution of a contractual agreement between the successful bidder and EOWB.
27. EOWB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
28. EOWB reserves the right to cancel any contract with 30 days' written notice without cause.
29. EOWB reserves the right to determine both the targets and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other

- factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
30. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged any other individual for the same services performed by the bidder.
 31. EOWB reserves the right to reject any or all proposals received and/or to negotiate with all bidders on modifications to proposals.
 32. EOWB reserves the right to accept proposals with minor clerical errors such as misspellings, incorrect page order, or similar non-consequential errors.
 33. Each party shall be responsible for the negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracted activities. At the request of EOWB, the contractor will provide certification of third-party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.
 34. Ownership of Work Product – EOWB, Federal, and State funders reserve a paid-up, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use for EOWB, Federal, or State purposes products created using EOWB, Federal, or State funds.
 35. Bidders are advised that most documents in the possession of EOWB are considered public records and subject to disclosure under the State of Oregon’s Public Records Law.

SECTION VIII: OTHER RFP RESPONSE INSTRUCTIONS

A. SOLE POINT OF CONTACT (SPC)

All communications concerning this RFP must be directed to the SPC, Erin Carpenter, at collaborate@eowb.org. Any unauthorized contact regarding this RFP with other State employees or officials; EOWB Members or staff may result in Proposal rejection. Any oral communications will be considered unofficial and non-binding. The EOWB website will be used to distribute all official information regarding this RFP.

All proposals must be received by the Eastern Oregon Workforce Board by 4:30 p.m. Pacific Standard Time on March 2, 2026. Proposals not received by this time will be automatically disqualified from competition—**no exceptions**. Please e-mail your proposal to collaborate@eowb.org with subject line 2026 WIOA RFP.

Withdrawals

A submitted application may be withdrawn prior to the application due date. A written request to withdraw the application must be submitted to the Eastern Oregon Workforce Board. If a bidder does not withdraw a proposal by the due date, the proposal becomes the property of EOWB and may be subject to public disclosure according to the Freedom of Information Act.

1. PROPOSAL COVER PAGE (MAXIMUM 1 PAGE)

Organization Name: Click here to enter text.

Contact Person: Click here to enter text.

Phone: Click here to enter text.

Email: Click here to enter text.

Applying As: Single organization OR Consortium of (#) __ Partners

BUDGET SUMMARY:

Adult Services Number of Participants to be served:
Cost Per Participant:

Dislocated Workers Number of Participants to be served:
Cost Per Participant:

Youth Services Number of Participants to be served:
Cost Per Participant:

Proposal Abstract: Please summarize your program design in a brief paragraph.
Click here to enter text.

To the best of my knowledge and belief, all information in this application is true and correct, the governing body of the applicant has duly authorized the document, and the applicant will comply with the attached assurances if the assistance is awarded.

Click here to enter text.

Typed Name of Authorized Representative

Click here to enter text.

Title of Authorized Representative

Signature of Authorized Representative

Click here. Click here.

Telephone Number Date

2. PROPOSAL SUMMARY

Please provide an executive summary of your proposal. (Maximum 1 page)

Click here to enter text.

3. ORGANIZATIONAL CAPACITY AND PAST PERFORMANCE

(Maximum 5 pages total, excluding resumes and the Organizational Structure)

Answer each question directly and in order. Where requested, include numbers, dates, and concrete examples. If you do not have prior WIOA experience, respond using the most comparable programs you have operated.

ORGANIZATIONAL ROLE AND STAFFING

1. Describe your organization's primary role in workforce/economic development and/or related human services. Include:
 - Main services you provide now
 - Counties/regions you currently serve
 - Total annual number of jobseekers and employers you work with
2. Describe the staffing plan you will use to deliver WIOA services in Eastern Oregon, including:
 - Primary duty locations (by county) and how often staff will be physically present in each WorkSource Oregon center and partner location
 - How you will cover all eight counties equitably (e.g., schedule, rotation, remote/virtual service coverage)
3. Provide the Organizational Structure with FTE allocations including number, location, and type of staff (Program FTE by role: case managers, etc.)
4. Provide resumes for the organization's management team, highlighting experience and qualifications. These are not included in the page limits.

PAST PERFORMANCE AND USE OF DATA

4. For the most similar program(s) you have operated in the last 2–3 years, provide a brief table with the following service outcomes:
 - Number of individuals served per year, by county
 - Number placed into employment
 - Median or average starting wage
 - Number who completed training/credential
 - Any retention or follow-up results you track within a year of completion
5. Describe how you use data during the year, including the following specific examples:
 - What data do you review monthly or quarterly
 - Who reviews it (roles/positions)
 - A concrete example of an improvement you made to a program or practice based on data in the last 2–3 years

EXPERIENCE SERVING RURAL AND DIVERSE POPULATIONS

6. Provide 1–2 examples of how you have successfully delivered services across a large rural area, including:
 - How you equitably provided services to your area, including ensuring smaller communities were not left out
 - How you handled transportation, access, and limited local capacity
 - Any specific tools or approaches used to deliver services equitably

7. Describe your experience working with at least three of the following priority populations:
 - People with low incomes
 - Justice-involved / re-entry
 - Youth and young adults (14–24)
 - People with disabilities
 - Rural residents and frontier communities

For each, briefly describe:

- What you did differently from your standard service model that made an impact in successful service delivery
- How you measured success for that population

4. PROGRAM DESIGN AND IMPLEMENTATION PLAN

(Maximum 10 pages total)

Answer each question in order. Your responses should describe what you will actually do in Eastern Oregon in Program Year 2026, rather than generic philosophy/ideas.

OUTREACH & ENROLLMENT

1. Describe how you will conduct outreach to increase program applicants. Your answer must include:
 - How you will reach target audiences
 - Which outreach methods you will use
 - How you will use WorkSource Oregon traffic (in-person and virtual) to identify and enroll eligible WIOA participants instead of waiting passively for referrals
 - How you will work with EOWB and other WorkSource Oregon partners to generate referrals

OUTCOMES & CONTINUOUS IMPROVEMENT

2. Describe how you will measure outcomes and success throughout the year, including:
 - The specific indicators you will track during the year
 - How often will you review them and with whom
 - What you will do if you see:
 - Enrollments trending below target
 - Training or credential completion rates dropping
 - One or more counties being significantly under- or over-served

REGIONWIDE ACCESS & SERVICE MODEL

4. Provide your innovative plan to expand services to participants anywhere in Eastern Oregon. Your response must address both in-person and remote access:
 - How many participants will you serve throughout the year?
 - How can participants in every county get:
 - Intake and orientation
 - Career services (assessment, planning, job search help)
 - Training navigation and support services
 - How you will use virtual tools to support people who cannot travel and to limit the burden on those who can
 - How you will coordinate with WorkSource Oregon center partners to ensure that WIOA services are visible, easy to access, and consistent across the area

Provide a single total number and a brief explanation of how your regionwide model supports that level of service.

INNOVATION, EQUITY, AND RESPONSIVENESS

5. Describe two or three specific innovations you will implement, such as:
- New workshop formats (e.g., hybrid virtual/in-person, employer-led sessions)
 - New approaches to serving justice involved individuals, youth, and/or rural communities
 - New ways of integrating with regional tools (Oregon CIS, Waitwhile, etc.)

For each, explain:

- What problem it addresses (based on your understanding of Eastern Oregon or similar regions)
 - How you will test whether it is working
 - What you will do if the innovation does not produce the expected results
6. Describe how you will ensure equitable service across Eastern Oregon, including that no single county or community consistently lags in:
- Enrollments
 - Access to training and support services
 - Access to employer connections

Include any specific strategies for frontier/rural communities with limited infrastructure.

5. RELATIONSHIPS AND COLLABORATION

(Maximum 5 pages total, excluding letters of recommendation)

Answer each question in order. Your responses should describe what you will actually do in Eastern Oregon in Program Year 2026, rather than generic philosophy/ideas.

EMPLOYER ENGAGEMENT & BUSINESS SERVICES

1. How will you create and maintain strong relationships with employers to improve services for customers? Your answer must include:
 - How you will coordinate with OED business services and EOWB's Employer Engagement Coordinator to avoid duplication and present a unified front
 - The concrete services you will offer to employers
 - How you will prioritize high-demand sectors and quality jobs
2. How many employers will you work with throughout the year? Provide:
 - The total number of employers you plan to actively serve (through two-way communication, not mailing-list contacts)
 - An estimated breakdown by sector
3. Describe how you will close the loop with employers, including how you will:
 - Gather feedback from employers on participant readiness, soft skills, and job performance
 - Use that feedback to adjust workshops, training referrals, and case management
 - Track both new and repeat business (employers who come back to hire again through your program) as measures of successful service delivery and outreach
4. Provide letters of recommendation, including contact information, from at least three employers that can speak to the quality of your workforce development service.

COMMUNITY-BASED PARTNERSHIPS & REFERRALS

5. How will you create and maintain strong relationships with community-based partners to improve services to customers? Your answer must:
 - Identify key community-based partners you will work with
 - Describe how you will use formal agreements and informal working routines
 - Explain how you will ensure successful handoffs both into and from WIOA services
 - Describe specifically how your program will collaborate with community partners and schools to identify out-of-school youth, and how this will affect your outcomes.
 - Identify other community organizations you work with that serve specific potential participant populations. How will your program collaborate with them? How will this affect your outcomes?

6. How many community-based partners will you work with throughout the year? Provide:
 - The number of partners you expect to have active, two-way referrals with
 - A short description of how you will track the number and quality of those referrals
7. Explain how you will collaborate with state and local partners to remove barriers and coordinate service to address:
 - Housing, transportation, childcare, and basic needs
 - How you will document barrier-removal efforts and factor that into performance management
8. Provide letters of recommendation from at least three community partners, including one current or former grantor that can speak to the quality of your workforce development service. Contact information should be included in the letter.

Section 2 – Budget Detail Form - Please complete the budget detail form. (Maximum 1 page)

	Adult	Dislocated Worker	Youth	TOTAL
Total Number of FTE				-
Budget Line Item	Adult	Dislocated Worker	Youth	Balance
Personnel Expenses				
Program Admin Compensation				
Program Delivery Compensation				
Total Personnel	-	-	-	-
Operating Costs				
Professional Services				
Insurance				
Program Outreach				
General Supplies				
Technology/Office Equipment				
Communications				
Facilities				
Staff Travel				
Staff Development				
Total Operating Costs	-	-	-	-
Participant Costs				
Work Shop Expenses				
Supportive Services				
Occupational Skills Training				
On-The-Job Training				
Basic Skills Training				
Workforce Preparation				
Total Participant Costs	-	-	-	-
Work Experience Costs				
Staff Compensation				
Participant Compensation				
Materials & Professional Services				
Total Work Experience Costs	-	-	-	-
Total Contract Expenditures	-	-	-	-
Program Income Earned				
Total Net of Program Income	-	-	-	-

SECTION 3 - BUDGET NARRATIVE

(Maximum 2 pages)

Please use this section to describe your budget assumptions, sources of leveraged funds, unique expenditures, or other budget information you would like the evaluation committee to know.

7. STATEMENT OF COMPLIANCE FORM*(Maximum 1 page)*

As the authorized signatory official for: [Click here to enter text.](#)
Submitting Organization

I hereby certify that the contents of the application are truthful and accurate and the above-named bidder:

- Is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act (the legal signatory for the organization applying); and
- Does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, State of Oregon Employment and Training issuances, EOWB policies and guidelines, and other administrative requirements issued by the Governor of the State of Oregon. The vendor shall notify EOWB within 30 calendar days after issuance of any amended directives if it cannot so comply with the amendments; and
- Will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices (including by omission), intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- Agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and
- Agrees that EOWB reserves the right to accept or reject any proposal for funding; and
- Has not been debarred or suspended from receiving federal grants, contracts, or assistance; and
- Waives any right to claims against the members and staff of the Workforce Development Board.

Authorized Representative Signature

[Click here to enter text.](#)

Typed Name and Title

- Appendix A WIOA Primary Indicators of Performance
- Appendix B Participant Enrollment Targets (For Sample Budget)

Appendix A

WIOA PRIMARY INDICATORS OF PERFORMANCE

As stated in TEGL 10-16, Change 3, PM (Program Memorandum) 17-2, and TAC (Technical Assistance Circular) 17-01, section 116 of WIOA establishes performance accountability indicators and performance reporting requirements to assess the effectiveness of States and local areas in achieving positive outcomes for individuals served by the workforce development system's six core programs. These six core programs are:

1. Adult
2. Dislocated Worker
3. Youth programs
4. Adult Education and Family Literacy Act (AEFLA) program (Administered by ED)
5. Employment Service program
6. Vocational Rehabilitation (VR) program (Administered by ED)

WIOA requires all States and direct grantees of the Departments to collect and report information on all the participants described the TEGL.

The link will provide more information about the six Primary Indicators of Performance.

https://www.doleta.gov/performance/guidance/tools_commonmeasures.cfm

Appendix B

PARTICIPANT ENROLLMENT TARGETS (FOR SAMPLE BUDGET)

Federal and State Performance Measures

All service components must be aligned with federal and state performance requirements. The federal and state government define the target for measures annually. Providers will be held accountable for achieving all measures and targets. EOWB will notify the service provider(s) of contractual performance metrics and will consider the bidder responses to this requirement when negotiating.

New Participant Enrollments - WIOA funding only: subject to increase with additional awards

Program	New Enrollments	On The Job Training	Occupational Skills Training	Work Experience
Adult	146	22	44	4
Dislocated Worker	55	13	27	2
Youth	60	11	13	27

Approximately 25% of WIOA funds should be spent each quarter, and staff time should align with participant services provided.

Success Stories - WIOA funding only: subject to increase with additional awards

Submit at least one meaningful success story each quarter for every program - one highlighting a participant and one highlighting an employer. Each should be accompanied by photographs and a signed authorization to release form.