# REQUEST FOR PROPOSALS
# RFP NO. ADW PY'27-01
# ISSUE DATE: November 2, 2026

**Hampton Roads Workforce Council**
**999 Waterside Drive, Suite 1314 Norfolk, VA 23510**
**757-314-2370**
**Fax 757-622-0944**
**www.theworkforcecouncil.org**

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| **Title:** | Hampton Roads Workforce Council Adult and Dislocated Worker Program Services |
| **Proposals Due:** | January 11, 2027, by 5:00pm Eastern Time |
| **Project Overview:** | This RFP is being published in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 to solicit proposals from qualified applicants to provide services to WIOA-eligible adults and dislocated workers in Accomack County and Northampton County on Virginia's Eastern Shore, within the Hampton Roads Workforce Council, Local Workforce Development Area (LWDA) #14, Commonwealth of Virginia. |
| **Initial Contract Period:** | July 1, 2027 to June 30, 2028 |
| **Contract Renewal:** | A Contract awarded under this RFP may be renewed for up to four (4) twelve (12) month performance periods after completion of the Initial Contract Period, at the discretion of the Hampton Roads Workforce Council. |

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| **Contact Person:** | Amanda Rafferty, Senior Director of Operations<br>arafferty@theworkforcecouncil.org<br>757-290-4548 |

The Hampton Roads Workforce Council is seeking proposals from qualified entities (the "Proposer") to furnish the goods and/or services described herein, and proposals will be received at the Hampton Roads Workforce Council, 999 Waterside Drive, Suite 1314, Norfolk, VA 23510, through the due date and hour shown above (local prevailing time).

**Pre-Proposal Conference:** A non-mandatory Pre-Proposal Conference will be held on Tuesday, December 8, 2026, at 10:00am at 861 Glenrock Road, Suite 100, Norfolk, VA 23502.

**Questions:** Questions or comments related to this solicitation shall be directed to the Hampton Roads Workforce Council Senior Director of Operations not later than 1:00pm Eastern Time on December 15,

2026. All questions shall be submitted in writing via email to Amanda Rafferty at arafferty@theworkforcecouncil.org. Telephone inquiries will not be accepted. Answers to questions will be posted on the HRWC website at www.theworkforcecouncil.org without further notice.

The Hampton Roads Workforce Council is an Equal Opportunity Program/Employer partially funded by a grant awarded by the U.S. Department of Labor's (US DOL) Employment and Training Administration. Auxiliary aids and services are available upon request to individuals with disabilities. VA Relay: 711. The Hampton Roads Workforce Council's WIOA Adult and Dislocated Worker Program Subaward(s) for Program Year 2027 will be funded 100% by U.S. Department of Labor funds under WIOA Title I, totaling approximately $200,000.00.

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## SECTION I: Introduction, Purpose, and Requirements

### 1.1 Introduction

The Hampton Roads Workforce Council (Council) is a local government authority chartered under The Code of Virginia by the Cities of Chesapeake, Franklin, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach and Williamsburg and the Counties of Accomack, Isle of Wight, James City County, Northampton, Southampton, and York, Virginia, that serves as the operating arm of the Hampton Roads Workforce Council Board of Directors (HRWC-BOD).

The Hampton Roads Workforce Council, on behalf of the Board of Directors of the Hampton Roads Workforce Council and the Board of Director's Business and Workforce Services Committee, is currently seeking proposals from qualified applicants to provide services for Workforce Innovation and Opportunity Act (WIOA) eligible Adults and Dislocated Workers, in accordance with the Program Design Requirements outlined under Section 2.2. of this Request for Proposal (RFP).

Applicants located within the Counties of Accomack and Northampton, Virginia, and/or those who can demonstrate the capability to provide Adult and Dislocated Worker program services within the scope and requirements of this RFP are encouraged to apply.

Funding will be available for an initial twelve (12)-month contract period from **July 1, 2027, through June 30, 2028**. Hampton Roads Workforce Council (HRWC) reserves the right to exercise options to extend a contract for up to four (4) additional one-year periods, subject to the availability of funding, satisfactory contractor performance, and any required approvals. Contract extensions will be at HRWC's discretion and will not be guaranteed.

Contractors will be held accountable for applicable U.S. Department of Labor (DOL) Adult and Dislocated Worker Performance Measure goals. The negotiated performance goals for Program Years 2026 and 2027 are listed below.

| ADULT PROGRAM GOALS | RATES |
|---|---|
| Employment Rate 2nd Quarter after Exit | 83.16% |
| Employment Rate 4th Quarter after Exit | 81.27% |
| Median Earnings 2nd Quarter after Exit | $8,600.21 |
| Credential Attainment within 1 year | 76.98% |
| Measurable Skills Gain | 82.46% |

| DISLOCATED WORKER PROGRAM GOALS | RATES |
|---|---|
| Employment Rate 2nd Quarter after Exit | 80.59% |
| Employment Rate 4th Quarter after Exit | 82.81% |
| Median Earnings 2nd Quarter after Exit | $9,349.55 |
| Credential Attainment within 1 year | 81.41% |
| Measurable Skills Gain | 77.95% |

*HRWC anticipates negotiating Adult and Dislocated Worker Performance Measure goals for Program Years 2028 and 2029 in the spring of 2028. Updated goals, as applicable, will be communicated to contractors and incorporated into contract performance expectations.*

### 1.2 Purpose of the RFP

Hampton Roads Workforce Council (HRWC) is issuing this Request for Proposals (RFP) to solicit proposals from qualified public or private entities to provide WIOA Adult and Dislocated Worker employment and training services in Accomack and Northampton Counties on Virginia's Eastern Shore, within Local Workforce Development Area 14 (LWDA 14), in accordance with the Workforce Innovation and Opportunity Act (WIOA) of 2014 and applicable federal and state requirements.

It is anticipated that approximately $200,000.00 will be available to fund contracts awarded under this RFP. **Applicants are cautioned that this amount is the best estimate of anticipated available funding and is subject to change.**

A contract awarded under this RFP will be operated with federal WIOA funds from the United States Department of Labor Employment and Training Administration (DOLETA), through Virginia Works, to Hampton Roads Workforce Council, through the City of Virginia Beach, Virginia, the designated Grant Recipient for Virginia Local Workforce Development Area 14.

All WIOA funded services must be delivered in accordance with the Final WIOA Rules and Regulations, related guidance from the Department of Labor, OMB Uniform Guidance on Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Commonwealth of Virginia Laws and Regulations, and policies and guidelines set forth by Hampton Roads Workforce Council on behalf of the HRWC-BOD and CLEOs of the region.

### 1.3 Highlights of the Workforce Innovation and Opportunity Act

The Workforce Innovation and Opportunity Act (WIOA) was signed into law on July 22, 2014, and took effect on July 1, 2015. WIOA supersedes the Workforce Investment Act (WIA) of 1998 and amends the Adult Education and Family Literacy Act, the Wagner-Peyser Act, and the Rehabilitation Act of 1973.

Additional final federal regulations pertaining to various programs tied to WIOA have been released. However, proposals submitted in response to this RFP, and any final contract(s) negotiated with the successful proposer under this RFP, are subject to any additional rules, regulations and/or policies that may be issued by the applicable funding sources.

From a policy perspective, WIOA is designed to (a) help job seekers and workers access employment, education, training, and support services to succeed in the labor market and (b) to match employers with skilled workers they need to compete in the global economy. In passing WIOA, Congress reaffirmed the roles of the Workforce Development Boards and the One-Stop System as the cornerstones of the public workforce development system, and brought together and enhanced several key employment, education and training programs. The Workforce Development Boards collaborate with the Chief Local Elected Officials to set the policy direction for the workforce development system which includes the One-Stop System. The Virginia Career Works Centers are the direct service access points for job seekers, workers, and employers.

***The Key Highlights of WIOA for the purpose of this RFP Include:***

**A. Serving Eligible Adults and Dislocated Workers with Barriers to Employment:** WIOA places a strong emphasis on providing eligible Adults and Dislocated Workers with access to employment, education,

training, and supportive services that help them obtain and retain employment. Adult services prioritize individuals with barriers to employment, including individuals with low incomes, individuals receiving public assistance, and individuals who are basic skills deficient, in accordance with applicable WIOA requirements. Dislocated Worker services are designed to assist eligible individuals who have lost their jobs due to layoffs, business closures, or other qualifying circumstances in returning to employment. Proposers should demonstrate an understanding of the distinct needs of Adult and Dislocated Worker populations and the importance of individualized, participant-centered services that support employment and economic self-sufficiency.

**B. Providing Comprehensive Career and Training Services:** WIOA Adult and Dislocated Worker programs are designed to provide a range of career and training services based on each participant's eligibility, assessed needs, and employment goals. Services may include career assessments, individualized employment planning, career counseling, job search and placement assistance, labor market information, occupational skills training, work-based learning, supportive services, and assistance obtaining industry-recognized credentials. Services may also include referrals to education, training, and other community resources when appropriate. Proposers should describe how their programs will provide or coordinate appropriate services to address participants' identified needs, reduce barriers to employment, and support successful employment outcomes.

**C. Supporting Industry-Recognized Credentials, In-Demand Occupations, and Career Advancement:** WIOA emphasizes access to education and training that leads to recognized postsecondary credentials and employment opportunities in in-demand occupations. Training and career services should align with regional labor market needs, employer demand, and opportunities for sustainable employment and career advancement. Proposers should demonstrate how their programs will help participants identify appropriate career pathways, access relevant occupational skills training, earn industry-recognized credentials, and connect with employers offering employment opportunities that support economic self-sufficiency. Proposals should also describe strategies for engaging employers and coordinating with workforce system partners to ensure that services respond to current and emerging workforce needs. Proposers are strongly encouraged to consider these WIOA requirements and principles when developing their proposals under this RFP. Proposals should demonstrate a clear understanding of the WIOA Adult and Dislocated Worker programs and the employment and training needs of eligible individuals, including the importance of individualized career services, barrier reduction, occupational skills training, credential attainment, career pathway development, employer engagement, and successful entry into or reentry into unsubsidized employment.

Additional information and updates pertaining to WIOA may be found on the U.S. Department of Labor's WIOA resource page at www.dol.gov/agencies/eta/wioa.

### 1.4 Solicitation

Hampton Roads Workforce Council hereby solicits proposals from qualified entities, using a competitive proposal process, to provide WIOA Adult and Dislocated Worker Program services within the counties of Accomack and Northampton within LWDA 14, in accordance with the Scope of Work outlined in this RFP. The number of contracts and the amount of funding awarded will be based on the proposals received, the evaluation process, available funding, and the needs of the local workforce area.

This RFP does not commit Hampton Roads Workforce Council to accept any proposal submitted, make an award in every jurisdiction, or award the full amount of funding requested by any proposer. Hampton

Roads Workforce Council is not responsible for any costs incurred by the proposer(s) in the preparation of responses to this RFP.

Hampton Roads Workforce Council reserves the right to (a) reject any or all proposals, (b) accept or reject any or all items in a proposal, and/or (c) award contracts for all or only a portion of the services or geographic areas identified in a proposal.

Hampton Roads Workforce Council reserves the right to negotiate with the proposer(s) after proposals are reviewed, if such action is deemed to be in the best interest of Hampton Roads Workforce Council.

The specifications outlined in this RFP represent the minimum acceptable standards. Proposer(s) are encouraged to submit proposals that provide eligible Adult and Dislocated Worker participants in Accomack and Northampton Counties with high-quality, effective, and cost-effective career, employment, and training services that address barriers to employment, develop occupational skills, support credential attainment, and help participants obtain and retain employment leading to economic self-sufficiency.

### 1.4.1 RFP Release, Timeline, and Questions

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| RFP Release Date: | November 2, 2026 |
| Non-Mandatory Pre-Proposal Conference will be held at 861 Glenrock Road, Suite 100, Norfolk, VA 23502 | December 8, 2026, at 10:00a.m. Eastern Time |
| Final Deadline for Questions Submitted in writing via email to Amanda Rafferty, Senior Director of Operations at arafferty@theworkforcecouncil.org | December 15, 2026, at 1:00p.m. Eastern Time |
| RFP Proposal Due Date 5:00 p.m. Eastern Time | January 11, 2027 |
| HRWC-Business and Workforce Services Committee Proposal Review and formulation of selection recommendation | April 28, 2027 |
| HRWC-BOD meets to select Adult and Dislocated Worker Program Providers | May 19, 2027 |
| Contract Negotiations Completed | June 15, 2027 |
| Adult and Dislocated Worker Program Contracts Start Date | July 1, 2027 |

***NOTE: Dates are subject to change.***

Beginning on November 2, 2026, the RFP will be available for download from the Hampton Roads Workforce Council website at www.theworkforcecouncil.org. If you have difficulty downloading the RFP, or have any questions, please contact Amanda Rafferty, Hampton Roads Workforce Council's Senior Director of Operations at either 757-290-4548 or arafferty@theworkforcecouncil.org.

A non-mandatory Pre-Proposal Conference will be held on Tuesday, December 8, 2026, at 10:00 a.m. at 861 Glenrock Road, Suite 100, Norfolk, VA 23502.

**The final date for questions to be submitted is December 15, 2026, at 1:00 p.m. Eastern Time. All questions from proposers other than those posed at the Pre-Proposal Conference must submitted via email to Amanda Rafferty at arafferty@theworkforcecouncil.org. All questions and answers will be posted as soon as possible on www.theworkforcecouncil.org without further notice.**

### 1.4.2 Submission of Proposals

To be considered under this RFP, proposals must be received by Hampton Roads Workforce Council no later than 5:00 p.m. Eastern Time on January 11, 2027. Proposals may be submitted by mail, in-person, or electronically via email to **proposals@theworkforcecouncil.org**. Proposals submitted by mail or in-person must include one (1) signed original and one (1) electronic version of the proposal on a flash drive. Proposals submitted via email must include the complete proposal and all required documents and attachments in electronic format. Proposals submitted via fax will not be considered. Incomplete proposals or proposals received after the proposal deadline will not be considered.

Proposals submitted by mail or in-person must be sealed and labeled with **RFP ADW PY'27-01** and include the proposer's name and address on the outside of the package.

All proposals, including all documents and attachments, will not be returned.

Proposals submitted by mail or in-person must be delivered to the following address:

**Hampton Roads Workforce Council**
**Dominion Tower**
**999 Waterside Drive, Suite 1314**
**Norfolk, VA 23510**

NOTE: Normal Business Hours are 7:00 a.m. to 5:30 p.m. Eastern Time Monday through Thursday. The office telephone number is 757-314-2370.

## 1.5 RFP Response

### 1.5.1 Proposer Eligibility and Qualifications

Applicants eligible to propose under this RFP include qualified public or private entities, including but not limited to:

A. Nonprofit organizations and community-based organizations with demonstrated experience providing workforce development, employment, or career services;

B. Public or private colleges, universities, community colleges, and other educational or vocational training institutions;

C. For-profit businesses and private workforce service providers with demonstrated experience delivering employment, career, or occupational skills training services;

D. Local government entities, public agencies, and other eligible governmental organizations; or

E. Other qualified organizations with the demonstrated organizational capacity, relevant experience, staffing, and operational capability necessary to provide WIOA Adult and Dislocated Worker services, including career services, employment assistance, occupational skills training coordination, and related services to eligible participants in Accomack and Northampton Counties.

Entities that are presently debarred, suspended, or proposed for debarment or suspension are not eligible to receive a contract that may be awarded under this RFP. The submission of a proposal under this RFP will be considered certification that the proposer is not currently debarred, suspended or proposed for debarment or suspension.

An entity selected under this RFP will be considered a subrecipient of a Federal Award. Risk assessments will be completed prior to any subaward being executed and will require the following:

- Active SAM.gov registration
- Latest audit or Single Audit, if applicable
- Financial statements
- A description of the accounting system.

HRWC will monitor any subawards in accordance with the risk assessment results.

### 1.5.2 Technical Proposal Format

To facilitate the review of proposals, Proposers should prepare their proposals according to the instructions and in the order presented in this section. Proposals should be prepared as simply as possible with straightforward, concise descriptions to demonstrate an understanding of the Scope of Work and related services required by Hampton Roads Workforce Council. Proposals that provide innovative alternatives and creative approaches are encouraged. Any other information thought to be relevant, but not applicable to the categories below, may be provided as an appendix to the proposal. Also, any information contained in proposals that is considered by the proposer to be proprietary should be indicated accordingly.

The proposal should be organized with tabs in the following order and contain the following:

A. Proposal Submission Certification Form (Attachment A). This Form must be fully completed, duly signed and dated and will serve as the Proposal Cover Page.

B. Executive Summary to provide an overview of the program design; linkages with partner and community resource organizations involved in the delivery of program services and activities; how, when, where and by whom each aspect of the program will be delivered; leveraged in-kind resources; participant target population(s); total requested funds; number of Adults and Dislocated Workers to be served; expected performance outcome expectations: and, expected start date of the program. (Up to three (3) single spaced pages.)

C. Program Description to detail how each of the program services, activities and additional work requirements will be conducted. (Up to ten (10) single spaced pages, excluding attachments.) Please include your project's staffing plan. Include positions, staff to participant ratios, and staff areas of responsibility as related to the outlined program. At a minimum, one (1) full-time staff person must be assigned to the outlined program.

   The Program Description should address how, where, when and by whom each specific activity under the proposed program design element(s) will operate and also address the same for the following additional work requirements: outreach and recruitment; selection

process for participants who will participate in the program; delivery of occupational skills credential based training, if proposed, either by the contractor or by a Virginia Works Eligible Training Provider; identification of occupational skills training areas; identification of the recognized postsecondary credential that could be obtained by participants and the provider; OJT Employer identification and contract management process; WIOA eligibility determination process; assessment process; Individual Employment Plan (IEP) development; academic remediation for Basic Skills Deficient participants and the related progress measurement process; description of Measurable Skill Gain(s) tracking and documentation; participant and financial reporting; and case management. In addition, any community partner or resource organizations that will assist in the delivery of the program and/or will be a referral source for services that are needed by a participant but not directly provided by the program. If any part of the program will be delivered through a sub-contract, the sub-contractor and purpose should be provided. Some examples of these activities include academic remediation for Basic Skills Deficient participants and other project-related activities. A timeline of program services, activities, and events, to include the sequencing of such should be provided.

**D.** Two Price Proposal Forms (Attachment B) (one for Adults and one for Dislocated Workers) for the funds requested from the Hampton Roads Workforce Council under this RFP for the initial twelve (12) month contract performance period of 7/1/27 to 6/30/28, as proposed. Also, provide Budget Worksheets showing how the Line-Item costs were calculated and Budget Narratives explaining each line-item cost. Proposed costs should be those directly related to operation of the program. Some examples include staff salaries and fringe benefits; travel; supplies and materials; telephone service; supportive services; training tuition and related costs; OJT employer reimbursements; academic remediation for Basic Skills Deficient (BSD) participants, only; and sub-contractor program services (if applicable). In addition, please provide a list of any leveraged in-kind resources, the provider, the source of the resources and the area of the program to be supported by such. **A minimum of 40% of the requested funds must be for training activities (occupational skills training, on-the-job training, Registered Apprenticeship training, books, fees, materials, and certification tests). Indirect costs shall be charged in accordance with 2 CFR § 200.414. Subrecipients with a federally negotiated indirect cost rate must be reimbursed using their applicable negotiated rate. Subrecipients without a current federally negotiated indirect cost rate may elect a de minimis rate of up to 15% of modified total direct costs (MTDC), as permitted under 2 CFR § 200.414(f).**

### 1.5.3 Evaluation Criteria

Each proposal will be evaluated according to the following criteria:

A. Organizational Capability, Experience, and Ability to Meet WIOA Adult and Dislocated Worker Performance Indicators (0 to 20 points)
B. Program Design and Implementation Strategy (0 to 30 points)
C. Linkages with Community Resources (0 to 15 points)
D. Proposed Cost and Participant Service Levels (0 to 20 points)
E. Leveraged In-kind Resources (0 to 15 points)

### 1.5.4 Evaluation of Proposals

Only proposals that are determined to be responsive to the requirements of this RFP and submitted by Proposers determined to be responsible will be evaluated against the established evaluation criteria and considered for an award.

Responsive proposals will be evaluated in accordance with the evaluation criteria set forth in this RFP. An ad hoc committee of the Business and Workforce Services Committee (BWSC) will review and evaluate the responsive proposals and develop recommendations for potential contract awards. The ad hoc committee may request clarification or additional information from Proposers as necessary to complete its evaluation.

The ad hoc committee's recommendations will be presented to the Business and Workforce Services Committee (BWSC) for review and consideration. Following BWSC review, recommendations for contract awards will be presented to the Hampton Roads Workforce Council Board of Directors and/or Executive Committee, as applicable, for final consideration and approval in accordance with HRWC's governance policies and procedures.

Multiple contracts may be awarded under this RFP. HRWC may make awards to one or more Proposers based on the evaluation of proposals, the availability of funding, the demonstrated capacity and qualifications of the Proposer, and the needs of eligible Adults and Dislocated Workers throughout Accomack and Northampton County. HRWC is not required to award a contract in each jurisdiction or to award the full amount of funding requested by any Proposer.

HRWC reserves the right to conduct discussions, interviews, request clarifications, negotiate with one or more Proposers, and/or request best and final offers when deemed appropriate. HRWC also reserves the right to reject any or all proposals, waive minor informalities or irregularities, or make awards that HRWC determines to be in the best interests of LWDA 14 and consistent with applicable federal, state, and local requirements.

Evaluation scores and recommendations are advisory and do not create an entitlement to a contract or funding. Final contract awards are subject to approval by the appropriate HRWC governing body and execution of a formal agreement.

### 1.5.5 Procurement Protests and Requests for Reconsideration

Please see Attachment C.

## SECTION 2: SCOPE OF WORK

### 2.1 Adult and Dislocated Worker Program Requirements

Target Population – In order to receive services resulting from contracts awarded under this RFP to serve Adults and Dislocated Workers, participants must meet one of the following requirements:

1) Be a WIOA eligible Adult at or over eighteen (18) years of age, authorized to work in the United States, and registered for Selective Service (if required)

2) Be a WIOA eligible Dislocated Worker at or over eighteen (18) years of age, authorized to work in the United States, registered for Selective Service (if required), and meet the definition of a Dislocated Worker as defined at WIOA Sec. 3(15)

**Note – Adult Priority of Service:** Per VWL 24-03 Change 2, there are no additional eligibility criteria for the Adult Program. However, as required by WIOA 134(c)(3)(E), priority for career and training services funded by and provided through the adult program must be given to veterans and recipients of public assistance, other low-income individuals, individuals who are basic skills deficient, and any additional priority of service groups defined by the Governor or Local Workforce Development Board (LWDB). Refer to VBWD Policy 600-01 for additional information.

The Priority of Service Groups for Adults are as follows:

- Veterans/eligible spouses who are also recipients of public assistance, low-income, or basic skills deficient
- Non-veterans in those groups
- Other veterans/eligible spouses
- Governor or Board designated groups
- All others

In accordance with VWL 18-04 Change 3, the Hampton Roads Workforce Council expects 75% of Adult participants getting individualized or training services through this subaward to be in priority groups, with a 50.1% minimum.

Primary Participant Program Objectives

1) Obtainment of unsubsidized employment.

2) Attainment of an industry recognized occupational skills credential for any participant enrolled in training.

3) Demonstration of a Measurable Skills Gain(s) during program participation for any participant enrolled in training.

## 2.2 Adult and Dislocated Worker Program Design Elements:

Proposals submitted under this RFP to serve Adults and Dislocated Workers **must include the following elements:**

A. Basic and Individualized Career Services

WIOA funds may be used to provide career and training services through the VA Career Works Center One-Stop delivery system. Career services are information and resources available to the general public free of charge. The subrecipient shall take steps to ensure that, to the extent possible, all required one-stop partners make career services available so that WIOA funds are preserved for training services.

Basic Career Services include the following that do not require formal enrollment:

- Outreach, intake, and orientation to information and services available through the Virginia Workforce Connection System.

- Program information, eligibility determinations, and referral information.
- Labor exchange services; job, career, and skill self-assessment tools.
- Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
- Resource room usage, group sessions, job referrals, internet browsing for job and training searches, and labor market information.

Individualized Career Services include the following that do require formal enrollment:

- Follow-up services, including workplace counseling, for participants placed in unsubsidized employment for not less than 12 months after the first day of employment.
- Individual job development beyond self-service and informational activities.
- Job clubs beyond self-service and informational activities.
- Comprehensive and specialized assessments of skill levels and service needs.
- Development of an Individual Employment Plan (IEP) identifying employment goals and appropriate services.
- Group and individual counseling and career planning.
- Case management for participants seeking training services

B. Training Services

WIOA-funded training services require registration. There is no specified waiting period before receiving training assistance. Training shall be made available to eligible employed and unemployed adults and dislocated workers who meet the criteria set forth in WIOA and HRWC policy. Training may only be provided if the person is unlikely to get self-sufficient work through career services alone, the training links to an in-demand occupation, and that it will be funded in coordination with Pell and other grants. Training services that may be made available include:

- Occupational skills training through individual training accounts (ITAs) or other methods pre-approved by HRWC.
- On-the-Job Training (OJT); programs combining workplace training with related instruction.
- Job readiness training provided in combination with other training services
- Adult education and literacy activities provided in combination with the above.
- Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion.

Training funded with Individual Training Accounts must use programs listed on the Virginia Works Eligible Training Provider List (ETPL).

C. On-the-Job Training

OJT is defined as training by an employer provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job.
- HRWC policy allows for reimbursement to the employer of up to 50% of the wage rate of the participant for the extraordinary costs of providing training and additional supervision.
- HRWC policy requires written evaluation of the participant's progress at least once every 30 days.
- Is limited in duration appropriate to the occupation, taking into account training content, participant prior experience, and the participant's service strategy.

OJT must be in accordance with the following federal limits:

- No displacement of current workers (WIOA §181(b)).
- No OJT at a relocated establishment until 120 after it begins operations at the new location, if the relocation resulted in loss of employment at the original location (§181(d)).
- No employers with a track record of not keeping OJT trainees employed (20 CFR 680.700).

D. Customized Training

Customized training is defined as training designed to meet the special requirements of an employer or group of employers; conducted with a commitment to employ or retain an individual upon successful completion; and for which the employer pays not less than 50% of the cost of training.

**2.3 Additional Requirements:**

A. Outreach and Recruitment – The Applicant will be responsible for outreach and recruitment which results in the enrollment levels identified in the proposal. The Applicant will also be required to work in coordination with the Virginia Career Works – Eastern Shore Center location regarding participant outreach and recruitment efforts.

B. WIOA Eligibility Determination **–** The Applicant will be responsible for the determination, verification, and documentation of WIOA eligibility for program participants and the maintenance of a participant eligibility record. Technical training and ongoing technical assistance will be provided by the Hampton Roads Workforce Council.

C. Assessment **–** The Applicant will be responsible for conducting and documenting an assessment for each participant. This assessment will document any applicable barriers and resolutions and required supportive services. Identify and facilitate access to an appropriate occupational skills training option(s) for participants as a result of the assessment.

D. Individual Employment Plan (IEP) Development – The Applicant will be responsible for the development and documentation of an IEP for each participant based on the results of the assessment. This document will identify goals and objectives to attain the goals. The IEP is to be periodically reviewed with the participant and adjusted, as warranted. The Hampton Roads Workforce Council will provide technical training in this area.

E. Participant and Financial Reporting – The Applicant will be responsible for maintaining participant enrollment, service activity and outcome records, documenting and verifying applicable performance metrics and directly entering such information into the Virginia Workforce Connection (VaWC), on a regular basis. Entries into the VaWC must be made within fourteen (14) days of the date of the specific reporting action. Specific participant reports will be provided to the Hampton Roads Workforce Council upon request. In addition, the applicant will maintain a system that is sufficient for the accurate and timely accounting and reporting of all financial transactions under the contract. Technical training and ongoing assistance related to VaWC will be provided by the Hampton Roads Workforce Council.

F. Case Management **–** The Applicant must provide ongoing case management services to participants throughout the duration of participation, program related counseling, and referrals to other resources, based on the assessed needs of the participant. All case management activities and services are to be recorded in VaWC case notes and updated as needed. Case management

contacts and related information must be conducted and documented every fourteen (14) days, at a minimum.

G. Worksite Facilitation – The Applicant will be responsible for the development and execution of formal worksite agreements with employers that participate in OJT and Customized Training. This agreement will stipulate the roles and responsibilities of each party and identify the duties and expectations for the job or activity to be provided, as well as the terms, conditions, stipulations and assurances related to the relationship. All such relationships will include supervisor and participant orientations prior to start. The Hampton Roads Workforce Council will provide form templates and technical training in this area.

H. Provision of Supportive Services – The Applicant will be responsible for the provision of supportive services in accordance with HRWC Policy 304 – Supportive Services. This would include tracking and reporting all supportive services awards along with all necessary background documentation in support of the award. WIOA funded supportive services can only be authorized when these same needed services are not reasonably available to the participant through any other personal and/or other community program arrangements. Types of supportive services include transportation assistance, assistance with uniforms or other work-related items, medical assistance, childcare and dependent care assistance, and assistance with housing.

I. Transition and Closeout Requirements – Upon expiration, termination, or nonrenewal of a contract, or upon HRWC's direction to transition services to another provider, the Contractor shall cooperate with HRWC and any designated successor provider to ensure an orderly transfer of responsibilities. Transition activities may include transferring participant records and program data, documenting participant status and outstanding service needs, reconciling outstanding program expenditures and invoices, submitting required reports, returning HRWC property and materials, and resolving outstanding administrative matters. The Contractor shall continue to fulfill its contractual obligations through the applicable contract end date or other date directed by HRWC, unless otherwise authorized in writing. The Contractor shall not discontinue services prematurely or take action that unnecessarily disrupts participant services during the transition.

J. Follow-Up Services – Follow-up services must be made available in accordance with applicable WIOA requirements and HRWC policies. Specific responsibilities for providing follow-up services will be established in the resulting contract.

**Note:** A Contract Representative will be required to attend bi-annual training meetings conducted by the Hampton Roads Workforce Council.

## SECTION 3: GENERAL REQUIREMENTS, TERMS AND CONDITIONS

### 3.1 VIRGINIA PUBLIC PROCUREMENT ACT (VPPA):

This RFP is subject to the provisions of the VPPA and any revisions thereto, which are hereby incorporated into this document by reference.

### 3.2 APPLICABLE LAWS AND COURTS:

This RFP and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the Courts of

the Commonwealth and must be in compliance with all applicable federal, State and local laws, rules and regulations, inclusive of, but not limited to, the Workforce Innovation and Opportunity Act (WIOA) of 2014, as amended, or any other federal, State or local funding source that may be identified.

**3.3 ETHICS IN PUBLIC CONTRACTING:**

Proposing organizations certify that their proposals are made without collusion or fraud and that they have not been offered or received any kickbacks or inducements from any other proposer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

**3.4 IMMIGRATION REFORM AND CONTROL ACT OF 1986:**

Proposing organizations certify that they do not and will not employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 in the performance of any contract resulting from this RFP.

**3.5 ANTITRUST**:

By entering into a contract resulting from this RFP, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the services purchased by Hampton Roads Workforce Council under said contract.

**3.6 PAYMENTS:**

The terms for payments will be part of the competitive negotiation process for this RFP and stipulated in the contract.

**3.7 INDEPENDENT CONTRACTOR:**

A Contractor resulting from this RFP, and any employees, agents, or other persons or entities acting on behalf of the Contractor shall act in an independent capacity and not as officers, employees, or agents of Hampton Roads Workforce Council or the HRWC-BOD.

**3.8 SEVERABILITY:**

If any provision of a contract resulting from this RFP or the application thereof to any person or circumstances shall to any extent be invalid or unenforceable, the remainder of this contract, or the application of such provision to persons or circumstances other than those which it is invalid or unenforceable, shall not be affected, and each provision of this contract shall be valid and enforced to the full extent permitted by law.

### 3.9 ADDENDA:

Changes or supplemental instructions related to this RFP will be in the form of a written Addendum. Any Addendum that may be required will be posted on the Hampton Roads Workforce Council website at www.theworkforcecouncil.org with this RFP, without notice. It is the responsibility of proposers to check for such on the website prior to the proposal due date and time in order to ensure that all of such are received.

### 3.10 SUBRECIPIENT STATUS:

An entity that is awarded a contract as a result of this RFP will be considered a Subrecipient of a Federal Award.

### 3.11 QUALIFICATIONS OF PROPOSING ORGANIZATION:

Proposing organizations agree to provide Hampton Roads Workforce Council with any other requested information at any time to determine their ability to perform the services proposed. Hampton Roads Workforce Council may, at its sole discretion, cease negotiations with proposing organizations if information provided or other evidence fails to meet the requirements of the RFP.

### 3.12 ASSIGNMENT OF CONTRACT:

A contract which may result from RFPs shall not be assignable by the contractor, in whole or in part, without the prior written consent of Hampton Roads Workforce Council

### 3.13 CHANGES TO THE CONTRACT:

Either party to the contract may request, in writing, changes to the contract. Changes are not binding until both parties have signed an official contract modification document. An increase or decrease in the price of the contract resulting from any modification is subject to applicable provisions of the Virginia Public Procurement Act.

### 3.14 DEFAULT:

In case of failure to deliver services in accordance with the contract terms and conditions, Hampton Roads Workforce Council may declare the contractor in default and will immediately notify the contractor in writing. As a result, Hampton Roads Workforce Council may procure the same services from other sources and reserves the right to seek compensation from the contractor for any and all additional expenditures as a result of the default

### 3.15 INSURANCE:

By signing and submitting a proposal in response to this RFP, Proposers certify that they will maintain all insurance coverage required by applicable federal, state, and local laws, regulations, and contractual requirements and will provide documentation of such coverage upon request by Hampton Roads Workforce Council (HRWC). Contractors shall ensure that appropriate insurance coverage is maintained for all program activities, including paid and unpaid work experiences,

internships, and on-the-job training (OJT). Insurance requirements for contracts with Federal, State or Local Governments or their agencies may differ from those applicable to contracts with private entities. Contractors shall comply with all insurance requirements established by HRWC and applicable law.

**3.16 AVAILABILITY OF FUNDS:**

In the event Federal, State or Local funds that are the resources for contracts are discontinued, curtailed or no longer available; contracts awarded as a result of any RFP may be cancelled or reduced at any time. Hampton Roads Workforce Council will notify contractors in writing as soon as possible after receiving any such notice.

**3.17 PROPOSAL ACCEPTANCE PERIOD:**

Proposals shall be binding upon proposing organizations for one hundred eighty (180) calendar days following submission deadline. Any proposal that requests a shorter acceptance period may be rejected at the sole discretion of Hampton Roads Workforce Council.

**3.18 SUBCONTRACTS:**

In the event that a Contractor desires to subcontract for services to be provided, the contractor shall furnish to Hampton Roads Workforce Council the names, qualifications and experience of their proposed subcontractor. The Contractor shall remain fully liable and responsible for the work to be done by their subcontractor and shall ensure compliance with all contract requirements. All subcontracts must be approved in writing by Hampton Roads Workforce Council prior to execution.

**3.19 RECORDS RETENTION:**

Contractors agree to retain all books, records, and other documents relative to contracts for four (4) years following the expiration of the contract or until audited, whichever is greater. However, if any audit claim, litigation, negotiation or other action involving the records has been started because of the audit or before the expiration of the four (4) year period, the records shall be retained until completion of the action and resolution of all issues which may arise. Hampton Roads Workforce Council, its authorized representatives, and/or State and Federal auditors shall have full access to and the right to examine any of said materials during said period. Contractors are responsible for all costs associated with the retention of the books, records and other documents.

**3.20 CLARIFICATION OF TERMS OR QUESTIONS:**

Clarifications to RFPs and answers to questions not contained in RFPs, as applicable and appropriate, will be posted on the website at www.theworkforcecouncil.org without further notice.

**3.21 HOLD HARMLESS:**

Contractors agree to indemnify, defend and hold harmless Hampton Roads Workforce Council, the HRWC-BOD, the Chief Local Elected Officials of the Hampton Roads Region, the Commonwealth of Virginia, and their officers, agents and employees from any claims, damages, and actions of any

kind or nature, whether at law or in equity, arising from or caused by the use of materials, goods, or equipment of any kind or nature furnished by the contractor, or arising from, or caused by any services of any kind or nature provided by the contractor, provided that such liability is not attributable to the sole gross negligence on the part of Hampton Roads Workforce Council or to the failure of Hampton Roads Workforce Council to use the materials, goods, or equipment in the manner outlined by Contractors and descriptive literature of specifications submitted with contractors' proposals. This section does not apply to contracts with Federal, State or Local Governments or their agencies.

**3.22 CONTRACTUAL DISPUTES**:

In accordance with Section 2.2-4363 of The Code of Virginia, claims arising out of a contract issued as a result of any RFP, whether for money or other form of compensation, shall be submitted by the contractor, in writing, with all necessary data and information attached to the claim. This submission must be received by Hampton Roads Workforce Council no later than sixty (60) calendar days after final payment is provided under any contract. Hampton Roads Workforce Council will respond in writing within ninety (90) calendar days of receipt of the claim, unless both parties agree to a longer response period. In the event Hampton Roads Workforce Council does not respond within this time period, the contractor may institute legal action pursuant to Section 2.2-4364 of The Code of Virginia.

**3.23 EXTENSION OF CONTRACT:**

All RFPs will include statements specifying if contracts will be able to be extended past their original term.

**3.24 HUMAN TRAFFICKING:**

Executive Order 13627 requires the termination without penalty if the Contractor engages in Human Trafficking.

**3.25 ROLE OF VIRGINIA WORKS:**

In Virginia, Virginia Works at the State level is responsible for the formula distribution of WIOA funds; the award of certain Dislocated Worker WIOA Grants; ensuring the integrity of the funds; oversight and monitoring of local workforce development boards; and, developing and implementing WIOA operational guidance and policies in coordination with the Virginia Workforce Development Board. The aforementioned documents can be found at https://virginiacareerworks.com/practitioners-corner/.

**3.26 CONTRACT AWARD:**

Hampton Roads Workforce Council will enter into a contract with the selected proposer under this RFP. The initial contract will be for the period of July 1, 2027, to June 30, 2028. Thereafter, the contract may be renewed for up to four (4) twelve (12) month performance periods, at the discretion of Hampton Roads Workforce Council. The initial contract amount will remain in force

throughout that performance period, unless otherwise authorized by Hampton Roads Workforce Council Amounts for subsequent contract extensions will be negotiated with the contractor.

### 3.27 CERTIFICATIONS, ASSURANCES, AND FEDERAL CONTRACT PROVISIONS:

The following Certifications and Assurances are incorporated by reference and will be made part of any contract(s) entered into by Hampton Roads Workforce Council as a result of this RFP, as applicable:

1. Certification Regarding Lobbying (31 U.S.C. § 1352 and applicable implementing regulations);
2. Certification Regarding Debarment, Suspension, and Other Responsibility Matters (2 CFR Part 180);
3. Nondiscrimination and Equal Opportunity Assurance (applicable provisions of WIOA Section 188 and 29 CFR Part 38);
4. Drug-Free Workplace Requirements Certification (41 U.S.C. §§ 8101–8106 and applicable implementing regulations); and
5. Standard Form 424B, Standard Assurances for Non-Construction Programs, when applicable.

In addition, any contract(s) resulting from this RFP that are funded in whole or in part with federal funds shall include all applicable federal award terms and subrecipient requirements under 2 CFR § 200.332 and Appendix II to 2 CFR Part 200, as well as any other applicable federal, state, and local requirements. The applicability of specific provisions will depend on the nature, scope, value, and funding of the contract. These provisions may include, as applicable, contractual remedies, termination for cause and convenience, equal employment opportunity, labor standards, rights to inventions, environmental compliance, debarment and suspension, anti-lobbying requirements, procurement of recovered materials, prohibitions on certain telecommunications and video surveillance equipment or services, and domestic preferences for procurements.

NOTE: The Hampton Roads Workforce Council is an Equal Opportunity Program/Employer and does not discriminate against any individual in the United States on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political belief or citizenship. The full Hampton Roads Workforce Council Nondiscrimination and Equal Opportunity Policy 103 is posted on the website at www.theworkforcecouncil.org.

# ATTACHMENT A
# PROPOSAL SUBMISSION FORM

| | |
|---|---|
| **RFP Number:** | RFP ADW PY'27-01 |
| **Proposal Name:** | Adult and Dislocated Worker Programs |
| **Due Date and Time:** | 1/11/2027 5:00p.m. Eastern Time |

| **1. PROPOSER INFORMATION** | |
|---|---|
| **Organization Name (Legal Name)** | |
| **Mailing Address** | |
| **Payment Address (if different from Mailing Address)** | |
| **Telephone Number** | |
| **Unique Entity Identifier (UEI)** | |
| **Representative Name/Title** | |
| **Representative Telephone Number** | |
| **Representative Email** | |
| **Dollar Amount Requested** | |
| **Number of Adults to be Served** | |
| **Number of Dislocated Workers to be Served** | |
| **Jurisdictions Served** | |

**2. AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA**

SCC Identification Number: _____
*or*
Organization/Company is not required to have/maintain registration because:
_____

_____

**3. ANTI-COLLUSION CERTIFICATION**

The undersigned certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Proposer understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

**4. SMALL, WOMEN-OWNED, AND MINORITY-OWNED BUSINESS (SWaM)**

Is the Proposer's Business SWaM Certified? [ ] Yes [ ] No (If Yes, attach Certification Documentation)

**5. AUTHORIZATION**

In accordance with the terms, conditions and specifications of this RFP, the undersigned agrees to furnish the services requested. The undersigned acknowledges that the proposal is valid for a period of 180 days from the due date and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP and is authorized to contract on behalf of the Organization named below.

Organization Name: _____

Print Name: _____Title: _____

Signature: _____ Date: _____

(This Form must be fully completed, signed and dated.
All signatures must be original and not photocopies.
Electronic or scanned signatures are accepted for emailed proposals.)

# ATTACHMENT B
# PRICE PROPOSAL
# RFP ADW PY '27-01

(Completed Forms (one for Adults and one for Dislocated Workers) must be submitted with the proposal)

**ORGANIZATION NAME**:_____

| Line No. | Line Item Description | Calculation Methodology | Amount |
|---|---|---|---|
| | **Contractor Staff and Office:** | | |
| 01 | Salaries/Wages | | $ |
| 02 | Fringe Benefits | | $ |
| 03 | Travel/Mileage | | |
| 04 | Supplies | | |
| 05 | Telephone Service | | |
| 06 | Staff/Professional Development | | |
| 07 | Indirect Costs | | |
| 08 | Other (Please specify) | | |
| | **Total Contractor Staff/Office Costs** | | **$** |
| | | | |
| | **Program Activities:** | | |
| 09 | Occupational Skills Training | | $ |
| 10 | On-the-Job Training | | $ |
| 11 | Other Training Expenses | | $ |
| 12 | Supportive Services | | $ |
| 13 | Other (Please specify) | | $ |
| | **Total Program Activities** | | **$** |
| | **TOTAL COSTS** | | **$** |

# ATTACHMENT C
# PROCUREMENT PROTESTS AND REQUESTS FOR RECONSIDERATION

The Hampton Roads Workforce Development Board (HRWC-BOD), the Workforce Development Board for Local Workforce Development Area 14 under the Workforce Innovation and Opportunity Act (WIOA) of 2014, has the responsibility for selecting program providers for the Region from among various applicants.

An applicant whose proposal is not selected may submit a written protest and request for reconsideration in accordance with the following process. Formal procurement protests shall be handled in accordance with applicable law, including the Virginia Public Procurement Act (VPPA), where applicable.

**PROCESS STEPS**

1. If a proposal is not accepted, the Hampton Roads Workforce Council (HRWC) shall notify the applicant or program contractor in writing of the decision and provide a copy of this process.
2. The applicant shall submit a written protest and request for reconsideration to the HRWC Senior Director of Operations. The request shall state the basis for the protest or reconsideration and the relief sought. For procurement awards subject to Va. Code § 2.2-4360, the written protest must be submitted no later than ten (10) days after the award or announcement of the decision to award, whichever occurs first. Any other applicable statutory deadline shall control where relevant.
3. Upon receipt of the written request, the Senior Director of Operations shall notify the Chairperson of the HRWC-BOD. The Chairperson shall appoint an ad hoc committee to review the request. In the case of Adult and Dislocated Worker proposals, most members of the ad hoc committee shall be Business and Workforce Services Committee members.
4. The ad hoc committee Chairperson shall schedule a meeting with the applicant within ten (10) workdays, or as expeditiously as possible thereafter. The meeting shall be limited to the ad hoc committee, the applicant, and HRWC staff, as requested by the committee Chairperson. The applicant may submit additional relevant information orally or in writing.
5. The ad hoc committee shall review the request and report its recommendation, including the reasons for the recommendation, to the HRWC-BOD. The HRWC-BOD shall consider the recommendation and issue or authorize a written decision stating the reasons for the action taken. The Executive Committee may act between Board meetings when authorized under applicable governance policies, with its action reported to the full Board at its next regularly scheduled meeting.
6. For formal procurement protests subject to Va. Code § 2.2-4360, HRWC or its designated official shall issue a written decision within ten (10) days after receipt of the protest. The decision shall be final unless the bidder or offeror appeals within ten (10) days after receipt of the written decision by invoking applicable administrative procedures under Va. Code § 2.2-4365, if available, or by instituting legal action under Va. Code § 2.2-4364. If the statutory deadline or procedure conflicts with the internal review schedule described above, the applicable statutory requirement shall control.
7. Nothing in this process creates an entitlement to funding, a contract award, or a contract extension. This process shall not waive or limit any rights or remedies available under applicable law.