CITY OF ST LOUIS

WORKFORCE DEVELOPMENT BOARD, INC.

REQUEST FOR PROPOSALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT

TITLE I CAREER SERVICES

RELATED DISCRETIONARY GRANTS REQUIRING CAREER SERVICES

JULY 1, 2027 TO JUNE 30, 2030

ISSUED: October 26, 2026

Deadline for Submission: November 30, 2026

St. Louis, MO

The St. Louis Workforce Development Board
reserves the right to modify any of the enclosed specifications

Pursuant to the Steven's Amendment
Consolidated Appropriations Act of 2018, Pub. L. No. 115- 141, 132 Stat. 348, div. H, Title V, Sec. 505 (Mar. 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal money is 80 percent.
2. The dollar amount of Federal funds for the project or program is **$1,613,824**
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is 20 percent.

INTRODUCTION

The Governor of Missouri has designated the City of St. Louis as a Workforce Development Area in accordance with provisions of the Workforce Innovation and Opportunity Act (WIOA) P.L. 113-128. The Mayor of the City of St. Louis is the Chief Elected Official as defined in WIOA. The Mayor together with the City of St. Louis Workforce Development Board, Inc. (SLWDB) whose members are appointed by the Mayor, are responsible for the workforce system in the City of St. Louis and for selecting:

- **A WIOA Title I Career Services Provider**
- **A Missouri Work Assistance (MWA) Services Provider (SkillUp)**
- **Discretionary Grants Requiring both WIOA and Non-WIOA Career Services Provider**

The SLATE Workforce Development Board (SLWBD) is seeking **a single provider to deliver the above services**. The proposer selected will staff the MoJobs Career Center and deliver WIOA Title I Services for adults, dislocated workers, and discretionary grant programs requiring similar services during the Agreement period.

Joint, partner, consortium proposals or proposals which sub-grant agreement elements of the services will be deemed non responsive.

Proposer(s) may be public or private not-for-profit corporations, local educational agencies, business and/or trade associations, private for-profit corporations, community-based organizations, labor organizations and governmental units including municipalities. Minority and women owned businesses are encouraged to submit proposals.

Entities must have been in business in the United States for at least two (2) years prior to submission of an application. If proposer is a foreign corporation (not a MO Corporation) they must have a certificate from the MO Secretary of State showing that they have filed the necessary documents to do business in Missouri.

To assist proposers in responding to this RFP, demographics, job and labor market information for the St. Louis workforce area are available for review at: https://meric.mo.gov/

ESTIMATED SCHEDULE RFP FOR TITLE I WIOA & DISCRETIONARY GRANT SERVICES

Date	Activity/Time
October 27, 2026	Request for Proposal Released
November 3, 2026	Deadline for Bidder's Pre-Application Questions
November 30, 2026	Due Date of Application- NO EXCEPTIONS 5:00 PM (CDT)
January 4, 2027	Selection by Selection Committee
January 13, 2027	Notification of Award
July 1, 2027	Tentative Contract Start Date
June 30, 2032	Proposed Contract End Date

NOTE: ALL DATES SUBJECT TO CHANGE

SECTION 1: PURPOSE AND INTENT

Hereinafter, organizations interested in submitting a proposal in response to this RFP shall be referred to as "Respondents."

This is not an open RFP, therefore, responses must be received by **5:00 p.m. on Monday, November 30,** 2026 after which time additional proposals will not be accepted.

The SLWDB will maintain all proposals on file for three (3) years in the event negotiations with the selected proposer cannot be finalized, or the selected proposer is not able to perform the Sub-grant Agreement activities. **Proposers must score a minimum of 70% to be considered for funding.**

Any such modification, clarification, or revision will be by addendum. All RFP addenda will be issued on the City website on the SLATE page. To access addenda, Respondents must locate "**RFP FOR TITLE I WIOA & DISCRETIONARY GRANT SERVICES"** at the following address: .

It is the sole responsibility of Respondents to be knowledgeable of all addenda related to this RFP. This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when SLATE determines it is in the best interest of the City and /or SLATE. All submitted materials will become the property of the City and will not be returned. At the discretion of the City, any submitted documents may become open public records at any time during the selection process.

Any such documents shall become open public records at the conclusion of the selection process. Proposals and communications exchanged in response to this RFP should be

assumed to be subject to public disclosure. By submitting a response to this RFP, each Respondent acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

Respondents may submit amended proposals before the deadline for receipt. Such amended proposals must be complete replacements for a previous submission and must be clearly identified as such in the transmittal letter. SLATE will not merge, collate, or assemble the Respondent's materials. Respondents are permitted to withdraw their submissions at any time prior to the deadline for receipt. Respondents must submit a written withdrawal request signed by the Respondent's duly Authorized Representative(s) addressed to the SLATE.

SECTION 2: CONTACT PERSON & QUESTIONS

Please direct all communications regarding the RFP Process to: **Martha A. Sands, Administrative Assistant II at SLATERFP@stlworks.com or via telephone at 314-657-3575.** No contact with other City employees regarding this RFP is permitted. Unauthorized contact regarding this RFP may result in disqualification or rejection of a proposal.

Questions must be submitted no later than COB **Monday, November 3, 2026.** SLATE will maintain a list of all firms or individuals requesting copies of the RFP and will post questions and responses on the SLWBD webpage: https://www.stlouis-mo.gov/government/departments/slate/documents/wioa-title-i-career-services.cfm

Questions should be asked in consecutive order, from beginning to end, following the organization of this RFP. Each question should begin by referencing the RFP page number and section number to which it relates. Short procedural inquiries may be accepted by telephone; however, oral explanations or instructions given over the telephone shall not be binding upon SLATE. Respondents should not otherwise contact SLATE directly, in person, by telephone, facsimile, or by e-mail, concerning this RFP.

Contact with SLATE after the submission of proposals is limited to status inquiries only and such inquiries are only to be directed to the above-named individual. Any further contact or information about the **RFP FOR TITLE I WIOA & DISCRETIONARY GRANT SERVICES** to SLATE or any of its employees or any Selection Committee Members will be considered an impermissible supplementation of the respondent's proposal.

SECTION 3: SUBMISSION AND DEADLINE

Date	**Monday, November 30, 2026**
Time	**5:00 PM CT**

Location	**SLATE** **1520 Market Street, Room 3050** **St. Louis MO 63103** **Connie L. Johnson, Executive Director at Slaterfp@stlworks.com**

The RFP application is electronic and can be downloaded from the SLWDB website: https://www.stlouis-mo.gov/government/departments/slate/documents/wioa-title-i-career-services.cfm - Part 2 RFP Response - **(Attachment 5)**

The RFP must be labeled on the outside of the package to clearly indicate that it is in response to the **Response to WIOA Title I and Discretionary Grants Career Services.** The RFP Response package consists of the completion of the Proposal Application, **Part 2** of the RFP package, and all required forms. **It is suggested that Respondents make and retain a copy of its proposal. Respondents shall also submit proposals in Word and PDF form via e-mail to the address listed above.**

1. Required Proposal Contents and Format
   - Proposals must be prepared using 8.5 x 11-inch paper, use standard 12-point font, have 1.5-2.0 spacing, and contain a Table of Contents.
   - **Table of Contents: Include a clear Identification of the material by section and** by page number.
   - Number each page of the response sequentially beginning with the Proposer(s) Application for **WIOA Title I Career and Discretionary Grant Services** Cover Sheet as page one. The page number should be in a footer with the name of the organization submitting the response, and the name of the program proposed. Footers should be printed in an 8 pitch. Tabbed dividers should not be numbered. Page numbers should be consecutive from beginning to end. Proposals are not to be paginated by sections.
   - **References:** Include references from (2) government clients that have operations of similar scope and complexity for which your organization has conducted a similar review.
   - **Verification of License/Taxes:** In this section, respondents must affirmatively verify that the proposer firm has a current business license with the City of St. Louis and is currently with tax remittance.

2. Submission Requirements
   - Please submit one complete application with original signatures and all attachments and Eleven (11) complete copies with all attachments for a total of 11 sets.
   - All applications are to be submitted in three ring binders and are not to be stapled or clipped. Each copy should be in its own binder. The proposals are to be arranged and tabbed in the order indicated in paragraphs (g) and (h) below and must be presented in the format described in (f) below. This

will make it easy for reviewers to read your proposal and for us to make additional copies if needed. **Proposals that are not in loose leaf binders will not be read and will not be considered for funding**. SLWDB will not return proposals, binders or exhibits to proposers.

- The original Proposal must contain the original signature of the designated agent officially authorized to act for the organization affixed to each document where a signature is required.
- The original and all 11 copies of the Application should be securely sealed and clearly marked on the outside **WIOA Title I Career and Discretionary Grant Services**, and submitted by "Name of your Agency." **Proposer(s) must also submit an electronic version of the proposal via e-mail in Microsoft Word and the Budget section in Excel to SLATERFP@stlworks.com.** The emailed copy will not serve as your RFP submission which must be in hard copy.

3. Written Responses: Part 2 RFP Response – **(Attachment 5)**

- Respond to every question asked. Do not omit any questions.
- The RFP is available electronically in MS Word and should be downloaded and completed electronically. Insert your response below each question.
- All questions and responses should follow the numbers assigned in the request for proposals. Do not renumber the questions. Use the same number that appears in this request for proposals for the question prior to your answers as the rating sheets are keyed to the question numbers. Raters will not be able to find your responses if you change the numbering system.
- **Do not respond to questions by cross referencing to another response.**
- If a question asks for a yes or no answer place the yes/no response at the beginning of your answer and provide the narrative information requested on the next line.
- Start your responses to each section on a new page.

4. Required Federal and Missouri Forms **(Attachment** 1):

- Certificate Regarding Lobbying
- Certification Regarding Conflict of Interest
- Certification regarding Debarment Suspension
- Certification regarding Drug Free Workplace
- Anti-Tobacco certification
- Experience Reference Form
- Copy of your most recent Audit or Financial Statement

5. Staffing

There are currently 12 staff providing the services requested under this RFP. The selected proposer will be required to interview and consider all the line staff currently providing the services. **It is understood that less staff may be required to deliver the services than are currently employed especially if proposer plans to use AI to provide rote and repetitive tasks.** The selected proposer will be required to hire their own managers and supervisors. The selected proposer will be required to interview and consider the managers and supervisors in place at the time of the release of this RFP but it will be up to the proposer to determine whether they wish to retain any or all of the existing management staff. Details concerning salaries will be provided upon the request of entities submitting proposals.

ATTACHMENT 2 to this RFP is an organizational chart depicting the staff currently delivering the services and their titles.

6. Proposer References

Proposer must request two entities with whom they have done business, to complete and submit the reference forms provided as **Attachment 3 to this RFP** from organizations, not individuals, familiar with proposer's organization and able to comment on proposer's ability to deliver the services proposed.

References must have done business with Proposer within the immediate past five (5) years. Please print and make two (2) copies of the form and sign the form at the bottom. There must be two (2) original signatures. Return or have the signed forms prior to the due date of the RFP response. Proposals without signed reference forms will be deemed unresponsive. Proposer may ask their references to scan and email the references to **Slaterfp@stlworks.com.**

Proposer(s) must submit two (2) credit references. Public/governmental entities are not required to submit credit references.

7. Cure Process

SLATE has established a discretionary cure process to cure minor omissions in submitted proposals within forty-eight (48) hours of notification by SLATE via email to the proposer's contact named in the Application**.** Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by SLATE as a courtesy, and as such, SLATE is not responsible for notification of any omissions or errors in any documentation submitted by the applicant agency in response to the RFP.

All applying agencies are solely responsible for contact availability via e-mail during this cure period and failure to receive SLATE notification of cure issues is not subject to appeal.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of SLATE. Depending on the number of proposals received the determination to allow to a cure is slowly at the discretion of SLATE.

SECTION 4: ADMINISTRATIVE REQUIREMENTS

A. Performance Measures

- Final performance requirements under WIOA are still being determined for some of the measures. When they are negotiated the Sub-grant Agreement developed with the selected proposer will be modified to reflect the required performance rates set at 5% above that required by the State of Missouri.

- Sub-grant Agreements written during the renewal periods as a result of this RFP will be subject to negotiation of expected performance for each year the Sub-grant Agreement is in effect.

- In addition to the federal performance measures, performance will also be measured based on compliance, timely data entry, and monitoring findings. Selected providers who do not meet negotiated performance may be subject to cancellation or non-renewal of their agreement at the end of each program year in which performance is not attained.

B. Fiscal Responsibility

- Proposer(s) must be able to demonstrate the necessary administrative capability and fiscal responsibility needed to operate the program proposed and to meet federal financial accountability requirements. Proposer's organization may be subject to a pre-award review. This may include, but not be limited to, a review of proposer(s) record keeping procedures, management systems, accounting and administrative systems.

- Any proposer, after a pre-award survey that is determined to not have the fiscal capability to manage the grant funds may be required to post a performance bond, or may be rejected as a provider at the discretion of the SLATE WDB. The cost of the bond cannot be charged to the project proposed. The SLATE WDB reserves the right to review budgets to determine the fiscal capacity of the proposer(s) and may deem a proposal non-responsive if proposer(s) cannot demonstrate fiscal capacity through staffing sufficient to be able to deliver the program proposed and separation of duties sufficient to safeguard the integrity of the funds.

- All organizations funded whether public or private, commercial or not-for-profit, receiving at least $1,000,000.00 annually through federal grants as a sub-recipient regardless of the funding source will be required to conduct and submit an annual audit in accordance with 2 CFR 200 Part F. Funds may not be included in the

budget for an annual audit if proposer does not receive at least $1,000,000.00 of federal funds annually.

- All media advertisements, collateral and printed material used in the promotion of the program, recruitment of participants, and published reports must name the SLWDB / SLATE as the grantor agency and must be approved in advance of publication by the SLWDB Executive Director. The time necessary to obtain the appropriate approvals must be considered when developing materials or other media advertisements. Further When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all dub-grantees receiving Federal shall include the following blurb:

Pursuant to the Steven's Amendment
Consolidated Appropriations Act of 2018, Pub. L. No. 115- 141, 132 Stat. 348, div. H, Title V, Sec. 505 (Mar. 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal money is _____ percent.
2. The dollar amount of Federal funds for the project or program is $ _____
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is _____

C. Insurance Requirements - The proposer(s) agrees to submit to SLATE prior to the provision of services under this proposal Certificates of Insurance including all endorsements required herein, and to keep such insurance and the Certificates of Insurance with the SLWDB during the entire term of the Agreement to be negotiated.

- All insurance policies required by this Agreement shall declare any deductible or self-insured retention (SIR) in an amount in excess of **$25,000** (and **$5,000 for automobile liability**), which must be specifically approved by SLWDB. Proposer shall be responsible for reimbursement of any deductible or SIR to the insurer. If the Proposer fails to maintain insurance acceptable to SLWDB for the full term of the Agreement, SLWDB may terminate the Agreement.

- If the selected proposer(s) is a governmental entity, they may it may elect to self-insure for the insurance coverage required under this Agreement to the extent permitted by Missouri law**,** including Mo. Rev. Stat. §537.610 (sovereign immunity and permissible self-insurance). The policy or policies of insurance must be issued by an insurer licensed to do

- All policies must be issued by an insurer licensed to do business in the State of Missouri. If the carrier is a non-admitted (surplus lines) carrier**,** SLWDB reserves the right to approve or reject the carrier after reviewing its financial ratings and performance.

The Proposer shall maintain the following **minimum limits and coverage**, as applicable to this project:

Coverage	**Minimum Limits**
Commercial General Liability to include a Broad Form Property Damage Endorsement and Sub-grant Agreement Liability	$1,000,000 combined single limit per occurrence $2,000,000 Aggregate
Automobile Liability including all owned and non-owned and hired vehicles	$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Practices Liability No Exclusions for Libel and Slander or for Tort Liability	$1,000,000 per occurrence
Professional Liability	$1,000,000 per claims made
Intellectual Property	To cover any patent, copyright or trademark infringement claims including the cost of the defense of any action brought against SLWDB, its governing Boards and Sub-grantee
Surety/Fidelity/Crime/Honesty Bond	In the amount of the funds awarded to proposer(s)

- Each insurance policy required by this Agreement shall be endorsed to contain the following provisions:

  I. Each policy shall provide 30 days' written notice to SLWDB prior to cancellation, non-renewal, or material change.

  II. If a 30-day cancellation endorsement is not provided, the ACCORD certificate must include the following edited language:

  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL MAIL THIRTY (30) DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.

  III. All rights of subrogation are hereby waived against:
  a. The State of Missouri,
  b. Its officials, officers, and employees,
  c. SLWDB and its officials, officers, and employees, when acting within the scope of their employment or appointment. (Endorsement must be attached.)

- With respect to operations of the named insured performed on behalf of SLWDB, are added as additional insureds except for Workers' Compensation/ Employers' Liability and Professional Liability. (Endorsement must be attached to Certificate of Insurance.)

- With respect to operations performed on behalf of SLWDB, SLWDB and the City shall be added as **additional insureds** on all policies **except** Workers' Compensation / Employers' Liability and Professional Liability. (Endorsement must be attached.)

- Insurance maintained by SLWDB shall apply **excess of**, and shall not contribute with, the Proposer's insurance. (Endorsement required on General Liability.)

- Any losses shall be payable notwithstanding any act or failure or negligence of SLWDB, or any other person.

- Commercial General Liability policy shall contain a severability of interest clause.

- Proposer agrees to maintain Professional Liability Insurance, as appropriate, for a period of two (2) years following completion of this Agreement.

- The SLWDB and the City shall retain the right at any time to review the coverage, form and amount of the insurance required hereby. If, in the opinion of the SLWDB and the City, the insurance provisions in this section do not provide adequate protection for the SLWDB and or the City, the SLWDB or the City may require Proposer to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The SLWDB and the City's requirements shall be reasonable and shall be designed to assure protection from and against the kind and extent of risks, which exist at the time a change in insurance is required.

    i. The procuring of such required policy or policies of insurance shall not be construed to limit Proposer's liability hereunder or to fulfill the Indemnification provisions and requirements of the agreement to be entered into as a result of this proposal.

    j. Proposer(s) must agree to cooperate with and provide such information as may be requested by SLWDB for purposes of filing reports with the State of Missouri and the SLWDB Governing Boards.

    k. This RFP does not commit or obligate SLWDB to pay for any costs incurred in the preparation of a response or in advance of the execution of a Sub-grant Agreement.

    l. Implementation of this program may not occur prior to the start date of the Sub-grant Agreement document.

m. Proposer(s) whose main headquarters are located out of the workforce area and who maintain their books and records outside of the workforce area must specify in their proposal how they will make their books and records accessible to the SLWDB for monitoring and audit purposes. It will not be sufficient to state that SLWDB may visit Sub-grantee, the records must be available to the SLWDB in its workforce area. They can be made available electronically. Failure to do so may result in the proposal being deemed non-responsive.

n. Sub-recipient staff will be trained in the State of Missouri's data entry system. Proposer(s) may not include the costs of any custom or proprietary information technology system in their budgets. The SLWDB will not pay for the maintenance of duplicate MIS systems or proprietary assessment systems owned by proposer or a related company such as an affiliate or subsidiary.

o. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, Missouri policies and regulations, the statutes, laws, Missouri policies and regulations shall prevail. SLATE staff shall be responsible for making all determinations in this regard.

p. Proposer(s) will be required to maintain and provide a case file for each participant. The files will be considered SLWDB property and must be turned over to SLATE at the end of the Sub-grant Agreement unless other arrangements are made during Sub-grant Agreement negotiations.

q. Proposer(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of five (5) years from the date of: 1) final payment of under this agreement, and 2) when all audits and litigation are complete and resolved.

r. Sub-grantee proposers must implement a system for monitoring program and fiscal activities.

E. Progress Reports

Sub-recipient Proposer(s) will be required to evaluate their progress, and report to the SLATE WDB on a monthly and annual basis in accordance with a report format to be provided by SLATE. Proposer(s) should also be able to report data to include information not yet in the State's database, for example the number of projected exits or the number of projected enrollments into training.

F. The Agreement Type and Budget **(Attachment 4)**

- All Sub-grant Agreements negotiated as a result of this RFP will be cost reimbursement. This is a Sub-grant Agreement format wherein all allowable costs detailed in the budget attached to the executed Sub-grant Agreement are

reimbursed. Invoices must include the supporting documentation for items to be reimbursed and validating the individual wage payments, benefits and withholding comprising the payroll for which reimbursement is requested. Sub recipient providers are reimbursed for allowable means allowable under both the grant funding stream supporting the Sub-grant Agreement expenditures and the executed Sub-grant Agreement.

- The proposer must be able to show that they have the resources to be able to meet payroll and mandatory federal and state taxes on a timely basis while awaiting reimbursement. **SLATE generally reimburses Sub-grantees within forty-five (45) days of receipt of a clean invoice.**

- SLATE receives funds from many different sources. The proposer selected will be responsible for collecting time card information which allows employees to allocate their time among funding streams and to provide SLWDB with a copy of the time cards.

- Proposer should include an audit or a recent financial statement with their proposal response.

- Initial sub-grant agreements will be written for the program year beginning July 1, 2026. Subsequent renewals may be written for four (4) one (1) year periods based upon performance. Renewal will be at the option of the SLWDB and Mayor. Sub-grant Agreements will contain additional clauses related to termination for convenience with the proper notice to provide for Sub-grantees not wishing to continue services beyond any one-year period. Performance will be measured each year.

- Proposers must complete the budget section of the proposal using the forms provided in this package. RFP responses that do not include the budget forms or that include non-conforming budget worksheets will be deemed non-responsive. The Budget is part of the RFP response and can be downloaded from the SLATE website at: https://www.stlouis-mo.gov/government/departments/slate/documents/syep-3-0-rfp.cfm. Paper copies will not be available.

- All costs, including profit if applicable, salaries and merit increases, are subject to negotiation as a part of the Sub-grant Agreement process. SLATE will compare salaries and other costs proposed with costs and salaries for similar positions and responsibilities in its workforce area in arriving at reasonable negotiated costs. The federal government has imposed salary caps based upon the federal executive level II position levels. Salaries reimbursed or partially reimbursed under Sub-grant Agreements funded as a result of this RFP may not exceed the federal salary cap.

- Sub-recipient travel outside of the St. Louis workforce development area must be described and justified in the proposal and included in the budget along with detail regarding the need for the travel, the number of persons who will be traveling, and the length of the stay. SLATE shall determine the reasonableness of the travel during negotiations.

- All staff must report to work daily as MoJobs Centers are public facing and there are no remote jobs under this proposal.

- The selected proposer will align staff holidays for staff assigned to the Mo Jobs Center with SLATE and City of St. Louis holidays.

- No equipment purchases are allowed without prior approval of SLATE. Leasing arrangements for property must be competitively procured and approved during negotiation of the Sub-grant Agreement.

- Lease agreements may not be from proposer or proposer's organization or from a subsidiary, or related company or corporation unless they are leased to the general public at the same price as offered under this RFP.

G. Cost Parameters

- It is a policy of SLWDB not to provide advance payments. Proposals seeking advances will be considered non-responsive and will not be reviewed or rated. If a Proposer approved for funding later identifies the need for an advance SLATE will not be able to proceed to Sub-grant Agreement execution. Invoices are paid once a month. Proposer(s) must be able to support the cost of the program until they are reimbursed, which typically takes 30 to 45 days from the date a clean invoice is submitted. Payment of invoices submitted without the proper documentation may be delayed. SLATE does not pay defective or incomplete invoices. SLATE WDB may require that an electronic transfer system be set up for the payment of invoices.

- For profit organizations, profit is capped at a rate of 8% percent. At this time profit is an allowable cost. Profit may be allocated to the cost categories. Profit is only available as a budget line item for commercial organizations. Total profit paid may not exceed the percentage of profit negotiated, and determined reasonable during Sub-grant Agreement negotiations. Profit is limited to eight percent (8%) of the Sub-grant Agreement budget excluding, (1) any funds budgeted for payments to other providers for services not offered by proposer(s), (2) any payments for support services, stipends, work experience, incentives or other participant payments (3) tuition and 4) payments for work-based training including incumbent worker training

- Indirect Cost Rates (ICR) If proposer has a federally approved or federal sub-grantor negotiated indirect cost rate plan please provide a copy of the plan with

proposer's response. SLATE will only reimburse up to 10% of the indirect costs applicable to Administration. If proposer does not have an ICR they must provide the detail for all overhead.

- Administrative costs are limited to 10 percent (10%) based on the executed Sub-grant Agreement amount.

- Supplies and/or materials proposed may not be purchased from proposer(s) or proposer(s) organization or from a subsidiary, or related company or corporation unless they are sold to the general public at the same price as offered under this RFP. Budget items, which are proprietary in nature, must be broken down into a cost reimbursement format.

- SLATE cannot reimburse providers for interest charges associated with the establishment of credit lines. The Office of Management and Budget Circulars applicable to grants prohibit interest payments as follows: "Costs incurred for interest on borrowed capital, temporary use of endowment funds, or the use of the non-profit organization's own funds however represented are unallowable."

- Any and all work performed or expenses involved in the preparation and submission of proposals shall be borne by the applicant(s). No payment will be made for any efforts or expenses prior to commencement of work as defined by a fully executed Sub-grant Agreement.

I. Sub-grant Agreements

This proposal does not allow for sub-grant agreements.

J. Grievance and Procedures

In the event a proposer(s) wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from the SLATE Administrative Offices. Grievances related to this proposal must be filed in writing within the time frames stated in the SLATE grievance policy.

K. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member of the SLWDB or an employee of SLATE. All applicants must disclose the name of any SLATE employee who owns, directly or indirectly, any interest in the applicants' business or any of its branches. Such disclosure must be submitted in a separate letter included with the Application for WIOA Title I Career Service Funds, no later than the proposal deadline.

L. Interference with the Procurement Process

Applicants are hereby advised that, the SLWDB will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of the SLWDB, Inc. or the Mayor on behalf of the organization, person, or entity which seeks funding from the SLWDB.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any SLATE WDB staff or rating committee members after the issuance of a funding opportunity and until completion of a Sub-grant Agreement award. A proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

M. Compliance

The proposer(s) will fully comply with the applicable requirements of the Acts through which funds are received. It will comply with applicable directives issued by the State of Missouri. The proposer assures that it will comply with other federal statutes applicable to this agreement.

N. SLWDB Right to Reject or Accept

SLATE retains the right to accept, modify, reject entirely, or partially reject any and all proposals if, in its judgment, the work proposed will not accomplish the objectives of this project or does not meet all of the requirements of this Request for Proposal.

SECTION 5: DESCRIPTION OF REQUESTED CAREER SERVICES

WIOA requires that MoJob (one-stop) Centers be the front door for accessing career services under WIOA and for related federal and local workforce funding streams represented by other SLATE and Mo-Job Center partners. Services are provided to job seekers needing training and /or job placement as well as to employers looking for employees, employee training, information about workforce services and labor market information. The City of St. Louis MoJobs Center is located at 1520 Market Street, Suite 3050, St. Louis, MO 63103. It is considered the required full service comprehensive career center in the City of St. Louis workforce area required by WIOA.

The SLWDB is interested in fostering an integrated approach to assisting individuals and employers avoiding duplication of services among the One-Stop legislative partners. Through continuous improvement the SLATE Mo-Jobs Center is expected to provide effective services to the clients to be able to increase the number of individuals being served.

The SLWDB intends to select a single provider who will be their sub-grantee, and will employ and assign staff to provide **WIOA Title I Career Services** in the full-service comprehensive Mo-Jobs Center.

Job seekers enter the MoJobs Center, also referred to as America's Job Centers (AJC), through the resource room. The selected proposer will be expected to coordinate with the State of Missouri's employment service staff assigned to the Mo-Jobs Center to maintain and provide labor exchange services through the resource room, before being referred to a one-stop partner or WIOA individualized services for those meeting WIOA eligibility requirements. Adult and Dislocated Worker Program Eligibility and Documentation - 05052026TechnicalAssistanceGuideTAGAdultAndDislocatedWorkerProgramEligibilty.pdf

The State of Missouri maintains MoJobs, the job bank, provides job referral services and solicits employers to post their jobs. All direct placement, replacement and assistance in placing individuals following completion of training is coordinated with Missouri Job Service staff assigned to the one-stop center. Proposer's staff will be expected to assist with these functions and augment capacity available in the Mo-Jobs Center.

Proposer will be responsible for providing information in formats that are usable by and understandable to one-stop center customers.

The traffic in the City's MoJobs center averages 1500 visits a month. This number includes repeat customers and individuals enrolled in other programs. Currently staff 12 positions are assigned to the MoJobs Center in downtown St. Louis. These positions are funded by the WIOA, discretionary grants and Wagner Peyser.

Adults, and dislocated workers meeting the WIOA eligibility requirements as described in **WIOA Adult and Dislocated Worker Program Eligibility and Documentation** Adult and Dislocated Worker Program Eligibility and Documentation - 05052026TechnicalAssistanceGuideTAGAdultAndDislocatedWorkerProgramEligibilty.pdf

receive individualized services as appropriate and may already be utilizing a variety of social and human services in addition to those available through the WIOA program. Case worker / counselors are responsible for coordinating the services needed with those already being delivered.

The proposer selected will be responsible for recruitment, eligibility determination, case management and counseling, determinations with regard to individual qualifications and suitability so that enrolled participants may receive career services, or enroll in training through:

- Award of an Individual Training Account, or
- Assignment to a work experience or internship, or
- Work based training options such as On the Job Training, Incumbent Worker Training, including apprenticeships which are treated like upgrade OJT.

All participants shall receive a 12-month follow up after exit from the program.

While there is no mandated order in the delivery of services under WIOA Title I, the services should be appropriate to meet the needs of the job seeker and employer.

Required Career Services

Listed below are the career services the SLWDB requires to be delivered by the selected proposer through the AJC St. Louis Mo-Jobs Comprehensive Center. Many of the services are informational or self-help or are available through technology.

General information through orientations to services available through the Mo-Jobs system for the general public
An orientation on the requirements for participation in the WIOA adult and dislocated worker programs.
General labor exchange services to the universal population and employers in coordination with Missouri Employment Service staff as well as WIOA funded staff.
The provision of local, regional and national labor market information to job seekers and employers including job vacancy listings
The provision of employment statistics for the City of St. Louis Labor Market
The provision of the occupations in demand lists to job seekers, (provided by the State)
Information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement in those occupations
Information and assistance filing unemployment compensation claims
Outreach, intake, including worker profiling, and the coordination of outreach with the One Stop partners, recruitment, and determination of WIOA eligibility of adults, dislocated workers, and youth
Referral of individuals to other one-stop partners as appropriate
Referral to English language acquisition and integrated education and training programs
Initial assessment of skill levels, including literacy, numeracy, and English language proficiency, aptitudes, abilities including skills gaps, and supportive service needs
To make performance and cost information available as it applies to training providers including adult education providers, post-secondary career and technical education and vocational education providers available in the community. (Information will provided by SLWDB)
Referral of individuals for information regarding the availability of financial aid for education not provided by WIOA
Job Club /job search activities for Wagner Peyser and WIOA customers in coordination with State of Missouri Job Service staff.
Job Development, placement and replacement into unsubsidized employment in coordination with the Missouri Job Service for the universal population, WIOA and discretionary grant participants

Access to and the provision of computer-based technologies related to workforce activities such as financial literacy, digital literacy and basic skills remediation
Coordination and referral to short-term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training
Services to assist WIOA adults, and dislocated workers to obtain or retain employment, that may include as appropriate, assessments of individual skill levels and support service needs, interviews and evaluations to identify employment barriers and employment goals, development of an individual employment plan, identifying appropriate employment goals, and the services needed to achieve the employment goals, providing information on eligible training providers and career pathways to attain career objectives
An economic analysis to develop an employment goal targeted toward attainment of self-sufficiency or a livable wage
Development of WIOA client individual service strategies
Individualized counseling which include elements of employability life skills, job and career counseling as appropriate to the client.
Case management during program participation which include flexible work hours for counselors to suit a working clientele and allow for evening and weekend accessibility between the client and their case manager.
Referral of clients needing assistance beyond the case manager's expertise to other one-stop partners and agencies providing assistance such as but not limited to mental health, substance abuse or domestic violence.
Referrals of eligible and enrolled WIOA participants to occupational skills training and award of an Individual Training Account voucher for training with an eligible training provider
Development of internships, work experiences and transitional employment linked to careers for adults, dislocated workers and youth
Referrals of WIOA participants to work based training options such as On the Job and Customized training and Incumbent Worker Training
Data entry into the data base for WIOA participants to record all services provided.
Post-services employment follow-up, case management, counseling, advocacy and replacement into unsubsidized employment for WIOA participants throughout the 12-month retention period
Services to employers, including but not limited to assistance with employee recruitment, knowledge of employer incentives, and assistance with employer recruitment.
RESEA Services
Digital Literacy including AI training

SECTION 6: POPULATIONS TO BE SERVED

Universal Population

Anyone seeking employment may access MoJobs from their home computer or come into the SLATE MoJobs Career Center Resource Room for job placement assistance. Employers may list job opening on MoJobs from their own computers, call, the MoJobs Center for assistance or come in person. The Missouri Job Service and SLATE One-Stop staff assist employers with recruitments and work based training options for employees.

Missouri Workforce Assistance (MWA - Welfare) (SkillUp) Clients

Welfare applicants must, with some few exceptions dictated by the law, look for work upon application for TANF benefits. Job search activities must be conducted after applicants are approved for cash assistance. During the initial 4 – 6 weeks MWA (Skillup) clients participate in job search and must be assessed. If the individual is able to secure a job during job search, they are to be referred for transitional services.

WIOA Adults

These are individuals who are 18 or older who meet the US Department of Labor priorities (USDOL TEGL 19-17, March 1, 2017), as follows:

1	Veterans and eligible spouses who are also included in the groups given statutory priority for WIOA Adult formula funding. This means that veterans and eligible spouses who are also recipients of public assistance, other low-income individuals, or individuals who are basic skills deficient.
2	Individuals who are not veterans or eligible spouses who are included in the groups given priority for WIOA adult formula funds as described in paragraph 1 above.
3	Veterans and eligible spouses who are not included in WIOA's priority groups.
4	Priority populations established by the Governor and/or Local WDB these are individuals who have one of the barriers listed in WIOA section 3, paragraph 24 and are not included in the above priorities.
5	Non-covered persons outside the groups given priority under WIOA.

WIOA Dislocated Workers\

Dislocated workers is an individual who fits one of the 10 categories of dislocated worker described in WIOA section 3, paragraph 15.

Discretionary Grant Targeted Populations

As described in the various grant awards.

SECTION 7: TRAINING

It is expected that approximately 125 - 175 WIOA eligible adults or dislocated workers will receive an Individual Training Account or work-based training opportunity, including OJT and apprenticeships as well as other WIOA §134 services and that approximately 125 – 200 WIOA eligible adults or dislocated workers will receive a career service, which may include a work experience, transitional employment, placement assistance and employment. The selected provider shall try and expend 30% of the total funds available under the sub-agreement to be awarded, on participant training.

The SLWDB maintains the Eligible Training Provider List (ETPL) and participants may be referred to any course of training on the ETPL. Proposer is expected to hire staff to market and develop OJT, Apprenticeship, Customized Training and Work Experience opportunities so that provider's case managers can refer participants.

SECTION 8: SUPPORT SERVICES

Support services may be made available to eligible WIOA individuals who have been enrolled in a WIOA funded training activity or while in job search, to the extent they are not available from other sources within the community. It is anticipated that economically disadvantaged adults and youth as well as dislocated worker participants may need transportation services, uniforms, clothing vouchers, or bus passes. Proposer will be responsible for providing access to support services in accordance with the SLWDB support service policies and will be assigned a budget amount for the provision of support services. Individuals needing additional services or services not offered by the SLWDB must be referred to other agencies in the community offering needed support services. **Under WIOA support services are not available to adults or dislocated workers after exit from the program.** Childcare is not a support service offered. Individuals needing childcare must access childcare through the MWA (SkillUp) TANF system.

SECTION 9: BUSINESS SERVICES

Proposer will be expected to provide business services which include:

1. Outreach to and recruiting businesses that may benefit from the services of the MoJobs, HireMO, and any other database from the State of Missouri;
2. Maintaining and entering information in the appropriate state database systems of business customers who participate in job fairs, recruitment and other employer services both in the City of St. Louis and in partnership with the other workforce boards in our workforce development region;
3. Coordinating job fairs, recruitments and hiring events in conjunction with the Missouri Employment Service, our one-stop and regional partners;
4. Coordinating job fairs, recruitments and hiring events in conjunction with the Rapid Response Team.

5. Outreach and promoting on-the-job training Sub-grant Agreements, as appropriate, for job-seeker and employer customers;
6. Appropriate recruitment referrals from WIOA and MWA (SkillUp) to fill job openings identified within sector or performance-based business services programs;
7. Development of incumbent worker training as directed by the SLWDB;
8. Development of OJT and Customized Training slots for WIOA participants;
9. Development of work experience host worksites; and
10. Development of transitional employment opportunities.
11. Placement of program participants in apprenticeship programs.
12. Coordinating job fairs and special hiring events in conjunction with the Rapid Response program.

SECTION 10: ONE STOP LOCATION

The SLATE AJC one-stop comprehensive center is located at 1520 Market Street, Suite 3050, St. Louis, MO 63103-2634. All services other than training will be delivered from this location.

The lease for the center is held by the City of St. Louis and is a part of the SLATE budget.

SECTION 11: FUNDING AND BUDGET

The selected proposer must have a fiscal system which meets grant fund accounting requirements, integrity and separation of duties pursuant to 2 CFR 200 et. seq. sufficient to manage staff payroll, participant payments such as support and work experience wages, training payments to eligible training providers, and on-the job training employer wage reimbursements. These funds will be a part of proposer's budget. Participant payments are considered pass through payments and for-profit providers may not include the funds earmarked for these payments in their calculation of profit.

The Sub-grant Agreement entered into will hold the proposer liable for funds obligated in excess of the amount available for these activities. Recording/reporting the obligation of funds is considered a component of timely data entry.

Approximately $547,820.80 is available for case management, job development and placement services for the adult and dislocated worker program. Approximately $101,000.00 is available for MWA (SkillUp) services. This amount includes salaries and fringes for staff proposed but does not include facilities rental which shall be paid for by SLATE.

The SLWDB reserves the right to adjust these amounts when determining the winning proposals as well as during Sub-grant Agreement negotiations.

SECTION 12: SUB-GRANT AGREEMENT PERIOD AND SUB-GRANT AGREEMENT PERFORMANCE

Providers applying as sub-grant recipients who do not substantially meet the US DOL performance standards applicable to the various funding streams as described in the Sub-grant Agreement document will not be renewed.

Performance Measures	Detail
Employment Rate - 2nd Quarter After Exit	The % of participants in unsubsidized employment during the 2nd quarter after exit from the program.
B. Employment Rate - 4th Quarter After Exit	The % of participants in unsubsidized employment during the 4th quarter after exit from the program.
C. Median Earnings - 2nd Quarter After Exit	The median earnings of participants in unsubsidized employment during the 2nd quarter after exit from the program.
D. Credential Attainment	The % of participants enrolled in an education or training program (excluding those in on-the-job training (OJT) and customized training) who attain a recognized postsecondary credential or a secondary school diploma, or its recognized equivalent, during participation in or within one year after exit from the program. A participant who has attained a secondary school diploma or its recognized equivalent is included in the percentage of participants who have attained a secondary school diploma or its recognized equivalent only if the participant also is employed.
Measurable Skill Gains	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment achieving measurable skill gains, defined as one of the following: 1. Documented achievement of one educational functioning level of a participant who is receiving instruction below the postsecondary education level; 2. Documented attainment of a secondary school diploma or its equivalent;

3. Secondary or postsecondary transcript or report card for 12 credit hours showing a participant is meeting the State unit's academic standards;
4. Satisfactory or better progress report, towards established milestones, such as completion of OJT or completion of one year of an apprenticeship program or similar milestones, from an employer or training provider who is providing training; and
5. Successful passage of an exam that is required for a particular occupation or progress in attaining technical or occupational skills as evidenced by trade-related benchmarks such as knowledge-based exams.

F. Effectiveness in Serving Employers	Retention with the Same Employer in the second and fourth quarters following a participant's exit from a WIOA core program.

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13. SELECTION PROCESS

A. Evaluation. All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package, and ranked by an SLWDB AD HOC Review Committee selected by the SLWDB Board Chair, tasked with the review of all proposals. Proposals may not be funded at the funding levels requested.

- The highest-ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of services resulting in self-sufficient employment, relevant experience and qualifications, or financial viability and stability of the applicant.

- SLATE reserves the right to short list the proposals received which will be reviewed by the SLWDB AD HOC Review Committee.

- SLATE reserves the right, at its sole and complete discretion, to invite proposer(s) to make a presentation to the RFP Review Committee as a step in the selection process. The SLWDB also reserves the right, at its discretion, to conduct pre-selection site visits to any organization that is being considered for funding under this solicitation.

- Proposals will be reviewed by staff for responsiveness and substance.

- Proposer(s) are advised not to contact SLWDB employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. **Violation of this prohibition will result in the disqualification of the proposal response submitted.**

Proposal Responsiveness Checklist - For SLATE Staff Use

This form will be used prior to referring the proposal for consideration by the Review Committee. Any no answer will make the proposal non responsive and it will not be considered. You may wish to use it before submitting the proposal to assure that all required documents have been submitted and required elements have been addressed. Proposals which do not include required elements or which do not meet fiscal standards or do not have the capacity to deliver services may not be considered.

Yes/No	Responsiveness Element
	Proposal was submitted by the deadline.
	All required forms, attachments and exhibits including signed budget submitted.
	Proposal and all sections were emailed to the address stated in the specifications. **(NON-FATAL must correct within 24 hours of submission).**
	Proposals are submitted in loose leaf binders.
	All questions completed.
	Required signatures are included.
	Proposer is licensed to do business in the State of Missouri.
	The organization is not on a Federal or State Debarment List.
	References are included.
	Audit or financial statement is provided.
	One original and 11 copies of the proposal have been submitted.
	Books and Records will be maintained and available electronically or in St. Louis.
	All questions and parts of the Application (part 2) have been completed.
	Sib-recipient proposal budgets are on the SLATE budget sheets and within cost categories.
	Administrative costs are not more than 10%.
	The rate of profit proposed is 8% or less.
	The proposal has required elements necessary to be successful or to meet required objectives.

Staff Concerns

	Were there any concerns identified in proposer's audit, financial statements, compliance report, or management letter?
	If the answer to the above is yes, are the concerns of such magnitude that proposer's understanding and compliance with the law or ability to assure fiscal responsibility are questionable?

	Other concerns not listed.
	What issues will have to be clarified prior to Sub-grant Agreement finalization?

City of St. Louis
Workforce Development Board, Inc.
Request for Proposals
WIOA – Title I Career Services
Related Discretionary Grants Requiring Career Services

ATTACHMENTS

Attachment 1	Required Federal and Missouri Forms • Certificate Regarding Lobbying • Certification Regarding Conflict of Interest • Certification Regarding Debarment Suspension • Certification Regarding Drug Free Workplace • Anti-Tobacco Certification
Attachment 2	EDSI Organization Chart
Attachment 3	Experience Reference Form
Attachment 4	Budget Information
Attachment 5	Part 2 - RFP Response