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## **SECTION I: GENERAL INFORMATION**

## ***PURPOSE OF THE RFP***

The Heart of Georgia Altamaha Workforce Development Board (WDB) of Region 9 is soliciting a Request for Proposals (RFP). The purpose of the RFP is to identify an appropriate service provider to provide coordination of services and daily oversight within the Comprehensive One-Stop in Evans County. The funding for this project is Workforce Innovation and Opportunity Act (WIOA) funds. This project requires staff with facility management experience, excellent customer service skills, and coordination of system-wide partner services. In addition, sufficient non-federal resources at the contractor level must be available to reimburse the state for any disallowed costs incurred as a result of erroneous and/or other audit findings.

The proposed services will be funded under the Workforce Innovation and Opportunity Act of 2014 that amends the Workforce Investment Act, P.L.105-220, 20 USC 9201. The Heart of Georgia Altamaha Area Evans County WorkSource Center covers the Region's seventeen counties. The first-year award will be for Program Year 2026, beginning July 1, 2026, and ending June 30, 2027. Subsequent contract years may be available. There will be up to \$42,000.00 available in WIOA program funds during the initial funding period of July 1, 2026 to June 30, 2027.

The RFP is available on the following website: <https://www.worksourceheartofgeorgia.org/documents-links>

The RFP is also available for pick-up or e-mail from:

Heart of Georgia Altamaha Regional Commission~Eastman Office

By Phone: 478-374-4771 (Alex Clements, reference "One-Stop RFP")

Email: clements@hogarc.org

Address: 5405 Oak Street, Eastman, Georgia 31023

## **LETTER OF INTENT**

All agencies interested in submitting a bid in response to this RFP must submit a letter of intent. The letter may be submitted by e-mail, fax or standard mail to the following: Heart of Georgia Altamaha Regional Commission, Attn: Alex Clements.

**DEADLINE: Letter of Intent submissions must be received by 5:00 PM Eastern Time on March 20, 2026. Proposers failing to submit a letter of intent by the stated deadline shall be disqualified.** (A template is provided in the RFP).

## PROPOSALS

All proposals must be received at **the Heart of Georgia Regional Commission** by **5:00 p.m.** Eastern Standard Time on **April 2, 2026**. Proposals not received by this time will be automatically disqualified from competition. A postmark will not be accepted if the proposal does not arrive by the deadline. Please mail or deliver the proposal (faxed proposals will not be accepted) to:

**Mailing/Delivery Address:**

Heart of Georgia Altamaha Regional Commission  
WIOA One-Stop REQUEST FOR PROPOSALS  
5405 Oak Street  
Eastman, Georgia 31023

## SECTION II: BACKGROUND INFORMATION

### STATE GOVERNANCE

The Technical College System of Georgia Office of Workforce Development [hereinafter referred to as the TCSG-OWD] is the State Agency designated by the Governor of Georgia to serve as the grant recipient for all federal funds allocated through the Workforce Innovation and Opportunity Act of 2014. To learn more about TCSG-OWD visit <https://www.tcsg.edu/worksouce/>.

The State Workforce Board is the policy and planning body for workforce development activities throughout Georgia. Board oversight responsibility specific to use of Workforce Innovation and Opportunity Act (WIOA) funds includes creating policies, and setting performance standards. The broader role of the Board is to provide leadership in coordinating workforce development resources and directing workforce development activities that increase individual skills and earnings for workers and are responsive to business's needs.

The Local Workforce Development Board [hereinafter referred to as the WDB] oversees the seventeen county Region known as Region 9 or Area 16. The Board is composed of business leaders throughout the area, public agency leaders and other required partners as required by WIOA law. Private sector leaders constitute a majority of the membership. <https://www.worksourceheartofgeorgia.org/>

The mission of the board is: *The Heart of Georgia Workforce Development Board will provide services and resources to new, existing and potential businesses and industries to supply a globally competitive, sustainable workforce. This will be accomplished by addressing the staffing and training needs of businesses and individuals by partnering with educational systems, economic development, and other agencies. These services and resources will be provided to our businesses and individuals in an effective and efficient manner through a One-Stop delivery system in our seventeen counties.*

### WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

On July 22, 2014, President Obama signed into law The Workforce Innovation and Opportunity Act (WIOA). The WIOA demonstrates the importance of modernizing workforce and job training programs to help equip workers with the skills needed for 21st century jobs. WIOA regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at [www.dolleta.gov](http://www.dolleta.gov). This information provides in-depth definitions and information regarding the WIOA terms and requirements referenced throughout this RFP. It will be the responsibility of the contractor to have a working knowledge of the WIOA Regulations.

### HEART OF GEORGIA ALTAMAHIA (ONE-STOP DELIVERY SYSTEM)

The cornerstone of the workforce development system is the One-Stop service delivery system designed to serve the needs of dual customers: the jobseeker and the employer. This delivery system is the mechanism through which programs and services are integrated within each community. In Region 9, this One-Stop system is identified through common branding and is identified by "WorkSource Heart of Georgia". Under WIOA the law requires the use of a common One-Stop delivery system identifier. In addition, the One-Stop delivery system will use the tag line phrase "a proud partner of the American Job Center network."

The selected contractor shall be a partner in the WorkSource Heart of Georgia One-Stop service delivery system. The system is designed to operate as a network of partners working to enhance education, training and employment opportunities under the guidance of the WDB. The WorkSource Heart of Georgia One-Stop system (hereinafter referred to as "the One-Stop" or "WorkSource Heart of Georgia") service delivery model is a common sense approach to helping people find the right job, training or educational programs at a single location. Job seekers will find a path to employment through a wide array of partner services such as housing, public assistance, Unemployment Insurance, Technical Education, Adult Education, Jobs for Veterans, Second Chance programs, post-secondary education, youth services, services for aging, and more. This array of services is designed to remove barriers for job seekers, allowing a clear path to employment. The local One-Stop center also provides a central location for businesses to get help hiring employees, find qualified workers and/or post job listings.

The Heart of Georgia Altamaha area considers employers to be principal customers within the One-Stop center and a pivotal partner to a well-functioning workforce development system. The contractor shall be required to work in collaboration with all local area partner agency staff, particularly staff assigned to work directly with the business community.

The contractor will be expected to work in conjunction with the required WIOA partner agencies to provide a holistic approach to customer service. This shall include the promotion of the local One-Stop service delivery system at all times. Job Training Unlimited, Inc. (the Administrative Entity for the Heart of Georgia Altamaha WDB) will hold the lease for the WorkSource Heart of Georgia Evans County One-Stop location. The selected contractor will be expected to operate in this office and enter into a contractual agreement with Job Training Unlimited, Inc. Costs associated with this agreement shall be provided for in the contract award.

### ***SERVICES REQUIRED THROUGH THE ONE-STOP***

#### ***Career Services***

The Joint WIOA Final Rule requires the provision of “career services” through the American Job Center network, to support and empower customers in making informed decisions based on local and regional economic demand and in achieving their personal employment and education goals (20 CFR 678.430, 34 CFR 361.430, and 34 CFR 463.430). All applicable career services must be made available (i.e., provided) in at least one comprehensive American Job Center in each local area. As stated in section 4.C. of this guidance, these services also may be provided and accessed through one of the aforementioned methods. Some or all of the career services may also be available either at affiliated sites or specialized centers.

Career services provide local areas and service providers with the flexibility to target services to the needs of the customer. For example, a recently laid off customer may only require local labor market information to prepare for a new job, whereas an entry level worker may need a comprehensive assessment in order to establish a baseline for determining appropriate training options.

Career services, as identified in sec. 134(c)(2) of WIOA, consist of three types: basic career services; individualized career services; and follow-up career services. The distinction between basic career services and individualized career services is not intended to imply that there is a sequence of services, which was eliminated under WIOA. Rather, the distinction is to clarify that, while basic career services are available to all participants, individualized career services are available to participants after American Job Center staff have determined that such services are required to retain or obtain employment.

#### ***Basic Career Services***

- A. Basic career services must be made available and, at a minimum, must include the following services, as consistent with allowable program activities and Federal cost principles:
  1. Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs, including co-enrollment among these programs;
  2. Outreach, intake (including worker profiling), and orientation to information and other services available through the One-Stop delivery system. For the TANF program, States must provide individuals with the opportunity to initiate an application for TANF assistance and non-assistance benefits and services which could be implemented through the provision of paper application forms or links to the application Website;
  3. Initial assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs;
  4. Labor exchange services, including—
    - i. Job search and placement assistance, and, when needed by an individual, career counseling, including—
      - a. Provision of information on in-demand industry sectors and occupations (as defined in sec. 3(23) of WIOA); and
      - b. Provision of information on nontraditional employment; and
    - ii. Appropriate recruitment and other business services on behalf of employers, including information and referrals to specialized business services other than those traditionally offered through the one-stop delivery system;
  5. Provision of referrals to and coordination of activities with other programs and services, including programs and services within the one-stop delivery system and, when appropriate, other workforce development programs;
  6. Provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—

- i. Job vacancy listings in labor market areas;
- ii. Information on job skills necessary to obtain the vacant jobs listed; and
- iii. Information relating to local occupations in-demand and the earnings, skill requirements, and opportunities for advancement for those jobs;
7. Provision of performance information and program cost information on eligible providers of education, training, and workforce services by program and type of providers;
8. Provision of information, in usable and understandable formats and languages, about how the local area is performing on local performance accountability measures, as well as any additional performance information relating to the area's one-stop delivery system;
9. Provision of information, in usable and understandable formats and languages, relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including: Child care; child support; medical or child health assistance available through the State's Medicaid program and Children's Health Insurance Program; benefits under SNAP; assistance through the earned income tax credit; and assistance under a State program for TANF, and other supportive services and transportation provided through that program;
10. Provision of information and meaningful assistance to individuals seeking assistance in filing a claim for unemployment compensation.
  - i. "Meaningful assistance" means:
    - a. Providing assistance on-site using staff who are well-trained in unemployment compensation claims filing and the rights and responsibilities of claimants; or
    - b. Providing assistance by phone or via other technology, as long as the assistance is provided by trained and available staff and within a reasonable time.
  - ii. The costs associated in providing the assistance may be paid for by the State's unemployment insurance program, or the WIOA adult or dislocated worker programs, or some combination thereof.
11. Assistance in establishing eligibility for programs of financial aid assistance for training and education programs not provided under WIOA.

#### ***Individualized Career Services***

- B. Individualized career services must be made available if determined to be appropriate in order for an individual to obtain or retain employment. These services include the following services, as consistent with program requirements and Federal cost principles:
  1. Comprehensive and specialized assessments of the skill levels and service needs of adults and dislocated workers, which may include—
    - i. Diagnostic testing and use of other assessment tools; and
    - ii. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;
  2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve his or her employment goals, including the list of, and information about, eligible training providers (as described in 20 CFR 680.180);
  3. Group counseling;
  4. Individual counseling;
  5. Career planning;
  6. Short-term pre-vocational service, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct services to prepare individuals for unsubsidized employment or training;
  7. Internships and work experiences that are linked to careers (as described in 20 CFR 680.170);
  8. Workforce preparation activities;
  9. Financial literacy services as described in sec. 129(b)(2)(D) of WIOA and 20 CFR 681.500;
  10. Out-of-area job search assistance and relocation assistance; and
  11. English language acquisition and integrated education and training programs.

#### ***Follow-up Career Services***

- C. Follow-up services must be provided, as appropriate, including: Counseling regarding the workplace, for participants in adult or dislocated worker workforce investment activities who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

**Business Services**

The Joint WIOA Final Rule requires the provision of “business services” through the American Job Center network, to support a local workforce development system that meets the needs of businesses in the local area (20 CFR 678.435, 34 CFR 361.435, and 34 CFR 463.435).

- A. Certain career services must be made available to local employers, specifically labor exchange activities and labor market information described in 20 CFR 678.430(a)(4)(ii) and (a)(6). Local areas must establish and develop relationships and networks with large and small employers and their intermediaries. Local areas also must develop, convene, or implement industry or sector partnerships.
- B. Customized business services may be provided to employers, employer associations, or other such organizations. These services are tailored for specific employers and may include:
  1. Customized screening and referral of qualified participants in training services to employers;
  2. Customized services to employers, employer associations, or other such organizations, on employment-related issues;
  3. Customized recruitment events and related services for employers including targeted job fairs;
  4. Human resource consultation services, including but not limited to assistance with:
    - i. Writing/reviewing job descriptions and employee handbooks;
    - ii. Developing performance evaluation and personnel policies;
    - iii. Creating orientation sessions for new workers;
    - iv. Honing job interview techniques for efficiency and compliance;
    - v. Analyzing employee turnover;
    - vi. Creating job accommodations and using assistive technologies; or
    - vii. Explaining labor and employment laws to help employers comply with discrimination, wage/hour, and safety/health regulations;
  5. Customized labor market information for specific employers, sectors, industries or clusters; and
  6. Other similar customized services.
- C. Local areas may also provide other business services and strategies that meet the workforce investment needs of area employers, in accordance with partner programs’ statutory requirements and consistent with Federal cost principles. These business services may be provided through effective business intermediaries working in conjunction with the Local WDB, or through the use of economic development, philanthropic, and other public and private resources in a manner determined appropriate by the Local WBD and in cooperation with the State. Allowable activities, consistent with each partner’s authorized activities, include, but are not limited to:
  1. Developing and implementing industry sector strategies (including strategies involving industry partnerships, regional skills alliances, industry skill panels, and sectoral skills partnerships);
  2. Customized assistance or referral for assistance in the development of a registered apprenticeship program;
  3. Developing and delivering innovative workforce investment services and strategies for area employers, which may include career pathways, skills upgrading, skill standard development and certification for recognized postsecondary credential or other employer use, and other effective initiatives for meeting the workforce investment needs of area employers and workers;
  4. Assistance to area employers in managing reductions in force in coordination with rapid response activities and with strategies for the aversion of layoffs, which may include strategies such as early identification of firms at risk of layoffs, use of feasibility studies to assess the needs of and options for at-risk firms, and the delivery of employment and training activities to address risk factors;
  5. The marketing of business services to appropriate area employers, including small and mid-sized employers; and
  6. Assisting employers with accessing local, State, and Federal tax credits.

In addition to the requirements and expectations detailed in this RFP, all services proposed by the respondent must support the goals of the Heart of Georgia Altamaha system, which include the following:

- A. Universal services, resulting in efficient and timely access to a wide variety of employment related services to individuals seeking work;
- B. Integration which creates a seamless, functional coordination of services through collaborative development of the system's vision, goals, service strategies, resource allocation and team-based system management;
- C. Customer choice; and
- D. Accountability which results in a performance-driven, outcome-based system that uses data collection, customer feedback and other tools to assess program success

***REQUIRED WIOA ONE-STOP PARTNERS (20 CFR 678.400)***

Adult Programs

Dislocated Worker Programs

Youth Programs

Job Corps

YouthBuild

Native American Programs

Migrant and Seasonal Farmworker Programs

Wagner-Peyser Act Employment Service Program

Adult Education and Family Literacy Act

Vocational Rehabilitation (VR) Program

Senior Community Service Employment Programs

Career and Technical Education Programs

Trade Adjustment Assistance Activities

Jobs for Veterans State Grants Programs

Employment and Training Activities - Community Services Block Grant

Employment and Training Activities - Department of Housing and Urban Development

Programs Authorized under State Unemployment Compensation Laws

Programs Authorized under sec. 212 of the Second Chance Act

Temporary Assistance for Needy Families (TANF)

### **SECTION III. PROPOSAL REQUIREMENTS AND TIMETABLE**

#### **CONTRACT OFFICER**

This RFP is issued by the Heart of Georgia Altamaha WDB. The RFP Staff are the sole point of contact from the date of RFP release until the selection of the successful contractor(s). All questions and requests for clarification should be submitted in writing to the RFP Staff. A Microsoft Office compatible version of this RFP is available by contacting:

**Heart of Georgia Altamaha Regional Commission~Eastman Office**

By Phone: 478-374-4771 (Alex Clements, reference "One-Stop RFP")

Email: [clements@hogarc.org](mailto:clements@hogarc.org)

Address: 5405 Oak Street, Eastman, Georgia 31023

The RFP is available on the following website: <https://www.worksourceheartofgeorgia.org/documents-links>

#### **PROCUREMENT TIMETABLE**

February 10, 2026 - Board meeting - release of RFP

February 11, 2026 - RFP Released

March 10, 2026 - Bidders Conference

March 17, 2026 - Q & A Due to potential bidders

March 20, 2026 - Letter of Intent

April 2, 2026 - RFP Due in Eastman (RC) Office by 5 p.m.

April 7, 2026 - RFP to Readers

April 21, 2026 - Readers Meeting

May 12, 2026 - Board Meeting, Reader's recommendation & One-Stop committee recommendation

May 13, 2026 – Notification to Bidder's

May/June 2026 - Negotiate Contract (Date TBD)

June 2026 - Final WDB Approval (Date TBD)

July 1, 2026 - Contract Begins

\*The WDB reserves the right to adjust these dates. The primary consideration in adjustment of dates shall be to ensure the earliest possible approval of a contract awarded as a result of this RFP.

#### **LETTER OF INTENT**

All agencies interested in submitting a bid in response to this RFP must submit a letter of intent. The letter may be submitted by e-mail, fax or standard mail to the following: Heart of Georgia Altamaha Regional Commission, Attn: Alex Clements.

**DEADLINE: Letter of Intent submissions must be received by 5:00 PM Eastern Time on March 20, 2026. Proposers failing to submit a letter of intent by the stated deadline shall be disqualified.** (A template is provided in the RFP).

## ***ELIGIBLE ENTITIES***

The Heart of Georgia Altamaha Workforce Development Board is requesting proposals from qualified providers [hereinafter referred to as the proposer/contractor] capable of successfully operating the local Comprehensive One-Stop in Evans County in accordance with the requirements of the Workforce Innovation and Opportunity Act of 2014. Proposals will be accepted from any public, private or non-profit (34 CFR 463.600) entities or a consortium of entities that, at a minimum, includes three or more of the required One-Stop partners of demonstrated effectiveness, in the local area (elementary schools or traditional secondary schools are not eligible.) The agency must demonstrate the administrative and fiscal capacity to successfully provide the services identified in this RFP. Respondents must have a principal place of business in Georgia; and no less than twelve consecutive months within the past two years of experience in providing customer service and/or service delivery.

### ***In addition, eligible entities:***

**(Bidders who fail to provide this information MUST be deemed non-responsive. (WIG GA-16-001R, Change 2))**

- A. A bidder **MUST** provide two years of audited financial history. Adequate documentation could include recent audit reports, the entity's CAFR, an independent CPA review, tax records, or another recognized review of accounting process and procedures.
- B. A bidder **MUST** provide an organizational chart.
- C. A bidder **MUST** provide a completed Georgia Security and Immigration Compliance Act affidavit at the time of submitting a bid.
- D. All organizations that are private, for-profit, or not-for-profit should be able to provide documentation of their registration under either Georgia or their home state's Secretary of State's office.
- E. All bidders should provide their SAM.gov Unique Entity ID (UEI) number. Prior to reviewing all responses, the reviewing entity will verify that the bidders are not on the federal debarred/suspended list.
- F. Bidders **MUST** discuss how they will work to incorporate all partners into the comprehensive One-Stop. This discussion **MUST** include partners who are electronically present in the comprehensive One-Stop.
- G. Bidders should describe how the proposed one-stop operations will fit into their organizational chart and whether current or newly hired staff would be providing the services. Where possible, resumes of current staff or titles and job descriptions/posting for any new positions that would be hired should be provided.
- H. Bidders should describe their customer service experience and discuss any experience with handling complaints and/or concerns from customers. Other required experience should include oversight of staff teams and experience in developing and delivering technical assistance.
- I. Bidders should propose outcome measures that effectively capture and evaluate efficacy and system effectiveness. The response should also include a proposed data collection and validation methodology as well as a proposed reporting method.
- J. Bidders **MUST** discuss how they will ensure all partner agencies are collaborating and cooperating in the implementation of the partner programs. This should include discussions on both training for the one-stop operator staff and cross-training for the partner-program staff. Capacity-building experience would be relevant to this discussion.
- K. Bidders should discuss how they will bring together the partner programs to ensure adequate outreach of the one-stop center and demonstrate a thorough understanding of target populations for partner programs. Discussion should also include how the bidder will take ownership/leadership in ensuring all partners are contributing to the center, both financially as well as through resources and staff time.
- L. Bidders should discuss how they will comply with all federal /state/local regulations, as well as provide oversight to ensure that all partner agencies are also in compliance.
- M. Bidders **MUST** be in place and operating the One-Stop no later than July 1, 2026. (34 CFR 436.635)

## **FUNDING**

The total amount available for the resulting contract is \$42,000.00. The final contract amount will be negotiated with the potential contractor, which shall not exceed this amount. Costs shall **include only** those costs for ONE, One-Stop staff and if applicable profit or indirect.

Contracts may be renewed for an additional three years based on performance and the availability of funds. Funding for each program year is determined by the WDB. Funds for this contract will be provided for one (1) staff person (salary & fringe).

It is understood that funds will fluctuate from year-to-year. The successful contractor will be awarded a fixed-price cost-reimbursement contract for work performed pursuant to this RFP. The initial contract term will total 12 months, effective July 1, 2026 through June 30, 2027.

## **RFP INQUIRIES, QUESTIONS AND ANSWERS**

**Bidder's Conference:** Attendance at the conference is not required. You are asked to bring your own copy of the RFP to the conference although copies will be available. The location is the Heart of Georgia Regional Commission Office, 5405 Oak Street, Eastman, Georgia 31023, March 10, 2026, 10:30 AM. An RSVP is not required but will be appreciated.

All questions or inquiries regarding this proposal will be considered at the conference at which time all potential bidders will be offered any and all technical assistance which can be offered. The conference is meant to provide clarification of the RFP document as needed. No assistance in preparing the RFP will be provided.

Written questions may only be submitted by e-mail to Alex Clements at [clements@hogarc.org](mailto:clements@hogarc.org) or until close of business March 10, 2026. Questions received after close of business March 10, 2026, will not be answered.

A written questions and answers page will be sent on March 17, 2026, to anyone who attended the conference, submitted a written question, or requested an RFP. These will be the only mechanisms to have questions answered regarding the RFP specifications, program requirements, etc.

## **PROPOSAL CONTENTS**

For ease in preparation of proposals, mandatory templates are incorporated into this RFP (see SECTION V: RFP REQUIRED FORMS). The items contained in this section must be included in the proposal to meet the minimum requirements for evaluation. The sections must be in the order described and written in a straightforward and concise manner. Proposers are expected to carefully examine all requirements stipulated in this RFP and respond to each requirement in their proposal.

## **COST OF PROPOSAL PREPARATION**

Any and all costs incurred in proposal preparation shall be borne by the proposer. Neither the local area Administrative Entity nor the WDB shall, in any circumstance, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expense as part of the proposed budget.

## **SUBMISSION OF PROPOSALS**

All proposals must be received at **the Heart of Georgia Regional Commission by 5:00 p.m.** Eastern Standard Time on **April 2, 2026**. Proposals not received by this time will be automatically disqualified from competition. A postmark will not be accepted if the proposal does not arrive by the deadline. Proposals that arrive late will not be accepted and will be returned unopened to the proposer at their expense. Please mail or deliver the proposal and copies (faxed or e-mailed proposals will not be accepted) to:

Mailing/Delivery Address:

Heart of Georgia Altamaha Regional Commission  
WIOA One-Stop REQUEST FOR PROPOSALS  
5405 Oak Street  
Eastman, Georgia 31023

To facilitate the proposal evaluation process, proposers must submit one original and five (5) copies of the entire proposal, to the Heart of Georgia Altamaha Regional Commission by **5:00 p.m. on April 2, 2026**. The proposer must label the original proposal (original signatures are required) as "Original." The proposer must label the five copies as "Copy".

The proposal must:

1. Include all of the required forms, narrative answers and attachments that pertain to your proposal. Failure to do so will disqualify your proposal from competition.
2. Responses must follow the outline and use the forms provided in SECTION V: RFP REQUIRED FORMS. Additional attachments and/or forms are discouraged.
3. The narrative, printed on only one side of the page.
4. Use 12-point font, 1-inch margins and 1.5 spacing.
5. All pages must be numbered.
6. Staple your proposal, but do not bind it in any other way, or use dividers with tabs.
7. Letters of recommendation will not be accepted.
8. All proposals are to be submitted in accordance with the terms, conditions and procedures stated in the RFP.
9. Any submitted proposal shall remain a valid proposal for one year after the closing date of the RFP.

#### **WITHDRAWALS**

Any modification or technical correction to a proposal by a bidder must be accomplished before the submission deadline. Proposing organizations are responsible for ensuring that the proposals are complete with regard to the content, mathematical computations and required signatures since each proposal will be evaluated as submitted.

Proposals may be withdrawn by submitting written notice at any time prior to the award date. Proposals may be withdrawn in person by the proposer or his/her representative and he/she signs a receipt for the proposal prior to the award date. After close of business on April 2, 2026, all proposals and copies become the property of the Workforce Development Board.

#### **APPEALS AND DISPUTES**

Any proposer is afforded the opportunity to formally appeal the review and funding process and the results stemming therefrom. A copy of the appeal procedure for bidders is available upon request.

Proposers who wish to appeal the final funding decision may do so.

Appeal procedures are established to provide recourse for proposers who think that their proposal did not receive proper consideration. Proposers entering an appeal must be prepared to document specific factors which put the aggrieved proposer at a competitive disadvantage and/or document violations of specific section(s) of the Act. Proposers may not appeal simply because they believe their program to be superior to the one selected. The Heart of Georgia Altamaha Workforce Development Board reserves the right to refuse to consider any appeal that does not identify specific procedural shortcomings. A copy of the appeal procedure is available upon request.

#### **SERVICE PROVIDER/STAFF DUTIES**

Service provider staff should consist of one, One-Stop Operator staff. The One-Stop Operator staff must possess good oral and written communication skills, computer and technology skills, and have at least two years of experience working directly with the public in a customer service setting.

### **CONTRACT AWARD**

The evaluation by the WDB One-Stop Committee will result in the selection of one or more proposals that are most advantageous to the WDB. After analysis, evaluation and validation of proposer responses, the one successful proposer will be notified in writing by the WDB.

The selected proposer will be required by the WDB to participate in contract negotiations and to submit such price or other revisions to its proposal as may result from negotiations.

Upon resolution of the final negotiations, the WIOA Director will notify the selected proposer and will execute the contract subject to the final approval of the WDB.

The WDB reserves the right to amend or scale down the requirements delineated in this RFP or to not award the bid. In the event this occurs prior to selection of the successful proposer, all proposers not previously excluded from ongoing participation in this bidding process due to technical difficulties shall be notified of such amendment(s). Additionally, an opportunity for proposers to amend their bids will be given if such amendment(s) present a reasonable likelihood that amendments to bids would be needed for proposers to effectively respond to the RFP.

Any contract resulting from this RFP shall comply with the formatting requirement of the WDB and shall include all of the terms contained in a standard contract form and supporting documents. All contract staff funded by this project will be required to have a drug screen and a criminal record check and shall agree to the terms as stated in a confidentiality agreement, which must be on file in the local personnel records for review upon request.

### **PREVENTION OF FRAUD, MISAPPLICATION OF FUNDS, GROSS MISMANAGEMENT**

To ensure the integrity of WIOA programs, special efforts are necessary to prevent fraud and other program abuses. Fraud includes, but is not limited to, indications of bribery, forgery, extortion, embezzlement, theft of customer checks, kickbacks from customers or employers, intentional payments to a contractor without the expectation of receiving services, payments to "ghost customers," etc.

Misapplication of funds includes, but is not limited to, ineligible enrollees, conflict of interest, nepotism, use of customers for political activities, etc. Gross mismanagement includes, but is not limited to, situations arising from management ineptitude or oversight which leads to major violations of contract provisions, etc., which includes unsupported costs, payroll discrepancies, lack of internal control procedures, un-auditable records, highly inaccurate fiscal and/or program reports, etc. Proposers found violating abuse standards will not be funded. Proposers awarded contracts will be required to immediately report any violations in these areas or in problem areas that may be defined later. If service providers violate these abuse standards, the WDB will apply sanctions and/or terminate the contract.

### **RETENTION OF RECORDS**

Service providers shall maintain copies of all financial records, including canceled checks, invoices, purchase orders, payroll register, books of account, and any other financial record, and records of each client's participation in a WIOA program, including counseling notes, referrals, and data entry forms including application, enrollment, and termination forms; and shall retain such records for a period of seven (7) years from the end of the contract and/or the end of the program year in which the customer was terminated. The service provider will forward their customers' records to the local area Administrative Entity for storage at the end of the contract period.

In the event of litigation or audit involving any records relative to the contract, the service provider will retain the records until resolution of the audit or litigation.

### **MONITORING AND EVALUATION**

The Regional Commission (RC) staff will monitor and evaluate programs and activities throughout the contract period. Monitoring visits may be scheduled in advance or may be unannounced. Service providers must allow RC staff full access to all files and records relating to WIOA programs. The RC will send written reports to service providers identifying areas reviewed, summary of findings, recommendations, and required corrective actions. Service providers must develop corrective action plans and respond in writing to required corrective actions. In addition, State and Federal staff may conduct on-site reviews or request records relating to the contract.

### **SUBCONTRACTS**

Subcontracting is not allowed under this proposal.

### **REPORTS**

Weekly, monthly and quarterly reports will be submitted from the One-Stop staff to the LWDA appropriate entities as required.

Training and technical assistance will be provided regarding these reporting requirements. Failure to submit reports within the required timeframes may result in contract performance sanctions.

### **TRAINING SESSIONS AND MEETINGS**

The local area holds training sessions and meetings periodically. In addition to providing training, these meetings are used to disseminate information, facilitate coordination among service providers, and obtain input from service provider staff about WIOA programs in the local area. Some of these meetings may be considered mandatory for all or some staff. In addition, the local area may require that service providers attend meetings conducted by other related agencies or the State.

### **NON-DUPLICATION OF SERVICES**

Funds provided under the Workforce Innovation & Opportunity Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from Federal, State, or local sources, unless it is demonstrated that alternative services or facilities would be more effective or more likely to achieve the local area's performance goals.

### **FIDELITY BOND**

If a proposal is selected for funding, the agent of the contractor who executes the contract and those having the responsibility for the expenditure of funds made available under this contract shall be required to post a fidelity bond in an amount sufficient to assure sound fiscal practices to the Federal Government, State, and the Workforce Development Board against loss of funds coming into their possession under the terms of the contract.

A copy of the proposer's fidelity bond must be submitted with the proposal. Proposers must ensure that every officer, director, agent or employee authorized to act on its behalf in receiving or depositing funds into program accounts or in issuing financial documents, checks, or other instruments of payment for program costs is bonded to provide protection against loss.

### **INVOICING**

Detailed invoicing procedures and required forms will be provided by Job Training Unlimited, Inc. In general, projects must have procedures to document and submit monthly requests for payment to Job Training Unlimited, Inc. by the tenth (10th) of the following month.

Proposers who are awarded a contract will submit a monthly invoice to the local area Administrative Entity, Job Training Unlimited Inc. (JTI) to collect funds earned against the contract. The local area Administrative Entity will provide the invoice form.

The invoice is due by the 10th of the following month along with all required backup documentation. If no errors are found on the invoice, the contractor should expect to receive a check by the end of the month. A final invoice is due to the local area Administrative Entity 45 days after the end of the contract period.

### **FINANCIAL CAPABILITY**

Proposers must complete Section V (five)-E, Financial Capability. Each proposer who is awarded a contract must maintain financial records in accordance with generally accepted governmental accounting principles and all applicable Federal and State laws and regulations. All accounting records must be fully supported by appropriate documentation; such as invoices, purchase orders, etc. An adequate internal control structure must exist within the organization. Upon submission of a proposal, the proposer accepts responsibility for establishing and maintaining an internal control structure that will provide assurance that assets are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly to permit preparation of financial statements in accordance with generally accepted governmental accounting principles, and that federal financial assistance programs are managed in compliance with applicable laws and regulations.

All proposers must demonstrate the ability to repay disallowed costs. All proposers must provide assurance that all financial personnel are bonded. Financial resources and capacity must be fully explained in the proposal. An on-site review of new contractors will be conducted prior to the execution of a contract.

### **PROFIT**

For-profit organizations may request a service fee (profit) which may be included in the contract. However, this amount will be negotiated according to complexity, risk, contractor's investment, and availability of funds. The payment of profit will be based on attainment of negotiated benchmarks. If the organization should earn increased profits due to inaccurate, incomplete, and/or not current cost data, the awarding agency may be able to recoup that excess.

### **FAILED PROCUREMENT DEFINITION**

A failed procurement occurs when no proposal, or only one proposal is received. If this RFP results in a failed procurement, the Workforce Development Board is authorized to seek the services by any means deemed feasible and allowable. In any case, all responsive proposals submitted will be rated and competitiveness will be determined by the WDB appointed Committee.

### **OTHER TERMS AND CONDITIONS**

Please note that the entity awarded a contract as a result of this RFP must be prepared to assume responsibility for current customers with minimal disruption in services.

Furthermore, proposers are advised that during the term of the resulting contract:

- A. The Heart of Georgia Altamaha WDB reserves the right to modify services in this RFP to conform to federal or state regulatory changes to the WIOA. If changes to the scope of service are necessary as a result of regulatory changes, the selected contractor and the WDB will enter into good-faith negotiations of the services and the costs associated with the delivery of those services.
- B. Contractors must have the capacity to deliver services within the local area.
- C. WIOA services funded through this RFP must be provided at the existing Evans County WorkSource Heart of Georgia One-Stop office.
- D. Funds provided via this RFP shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from other Federal, State, or local sources.

Respondents are expected to carefully examine all requirements stipulated in this RFP and respond accordingly in their proposals.

### **STANDING OF A PROPOSER**

A proposer may not be recommended for funding, regardless of the merits of the proposal submitted, if there is a history of contract non-compliance, poor past or current contract performance or has current disputed or disallowed costs.

The WDB will not enter into any contract with an entity not in good standing with the State of Georgia.

Organizations that have been sanctioned because of non-compliance with the Single Audit Act requirements for managing grant funds are eligible to apply; however, the organization will not be eligible to receive any funding, if awarded under this RFP process, until their sanction is lifted.

**AUDIT**

One copy (only) of the proposer's most recent audit(s) must be submitted with the original proposal. If more than one proposal is submitted, only one copy of the audit(s) is needed. Attach the one copy to the proposal original. (It is not necessary to attach any additional copies of the audit). Prior to contract negotiation, the local area Administrative Entity staff and/or its auditor will review the audit(s).

Any proposer who is awarded a contract must submit, within 90 days of the close of its fiscal year, a financial and compliance audit in accordance with the Federal government's guidance on Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards (2 CFR Part 200, Subpart F), and any compliance supplements, and generally accepted auditing procedures established by the American Institute of Certified Public Accountants.

If the service provider is not subject to the requirement of the Single Audit Act, the local area Administrative Entity's auditor will audit the contractor as a part of its audit. This audit will be in accordance with agreed upon procedures. The service provider will make available all financial records for this audit.

Local educational agencies and state agencies must submit the audit upon completion by the Department of Audits.

***NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES***

Service providers shall comply with the Nondiscrimination and Equal Opportunity Provisions of the Workforce Innovation & Opportunity Act of 2014 which states in part that any recipient of federal funds is prohibited from, and does not engage in, discriminating against any individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA financially assisted program or activity.

## SECTION IV: STATEMENT OF WORK

Successful proposers to this RFP must demonstrate the capacity to effectively manage the One-Stop consistent with the Heart of Georgia Altamaha One-Stop service delivery model. They must commit to recognize the direct oversight and leadership role that the WDB shall maintain in managing service delivery contracts.

For ease of preparation, the standard required elements that make up the Statement of Work for this proposal, and the resulting contract agreement are outlined in two documents; the proposer's Statement of Work Narrative (no more than 5 pages) and the Statement of Work/Scope of Work Checklist. These documents may be used to submit the proposer's narrative responses. Proposers must review the checklist document carefully and identify through a check mark process their understanding of each requirement and verify via an authorized signature the organization's commitment to carry out the requirements as stated. A signed copy of the checklist must be included in the response packet as outlined in SECTION V: RFP REQUIRED FORMS.

### **WORK STATEMENT NARRATIVE GUIDELINES:**

- A. No more than five (5) pages.
- B. Items to consider:
  - a. Describe how your staff will **coordinate** the delivery of services outlined in Section II, REQUIRED ONE-STOP SERVICES. Describe how the services will be made accessible to the customer (individual or employer) through required partner agencies located within the One-Stop and/or through technology.
  - b. Describe how required partner relationships will foster clear communications and work together to achieve common outcomes. Include a plan for effective communications with the WIOA administrative entity and partner agencies.
  - c. Describe your agency's capacity to carry out the day-to-day management of the One-Stop. Include the back-up plan for the one (1) funded staff position to cover that staff's leave time or absences. Include an emergency (last-minute) plan and how notification will be made to the administrative entity of any planned or emergency staffing changes.
  - d. Describe your understanding of WIOA.
  - e. Describe your agency's mission. Describe your customer service and facility management expertise. Include the staffing to be funded and how this position fits into your organizational chart (must submit).
  - f. Describe how your staff will work with employers within the One-Stop system throughout the region to support economic development priorities related to creating a trained workforce for the future.
  - g. Describe your agency's proposed outcomes for this project and how they relate to the Heart of Georgia Altamaha's WIOA goals. (Specify any WIOA past experience or experience in managing federally funded programs). The proposer should be able to propose outcome measures that effectively capture and evaluate their efficacy and system effectiveness. To support your outcomes, include your market research information of the region. Also include information on the needs of the One-Stop customer within the One-Stop system.
  - h. List three to five primary reasons why your organization is best suited to be awarded this contract.
  - i. Discuss any experience with handling complaints and/or concerns from customers.
  - j. Describe your agency's experience with oversight of staff and experience in developing and delivering technical assistance.
  - k. Include a proposed data collection and a proposed reporting method. (The local area uses the Georgia WorkSource One-Stop Online Participant Portal).
  - l. Include discussions on training for the One-Stop Operator staff.
  - m. Include how the bidder will play a role in ensuring all partners are contributing to the center. Also include how staff will maintain up-to-date information for all required partners.
  - n. Discuss how you will comply with all federal/state/local regulations, as well as provide oversight to ensure that all partner agencies are also in compliance.

## Statement of Work / Scope of Work CHECKLIST

### COMPLETE, SIGN, AND RETURN

This entire section (pages 20 through 26) is to be completed, signed and returned as part of your proposal.

The contractor shall maintain and manage the WIOA Comprehensive One-Stop in Evans County according to WIOA regulations. The contractor shall align with Georgia's WIOA & Wagner-Peyser State Plan, the Heart of Georgia Altamaha Workforce Development Board mission, and local area policy and procedures. (Within this section, the term "local area" is used to identify the Administrative Entity administering WIOA services within the Region. The term "contractor" may refer to the contractor's administrative staff or the One-Stop staff funded through this project). NOTE: The check boxes in column one can be selected electronically.

Marking the checkboxes below constitutes an understanding of and an agreement by the proposer to conduct the activities/work listed.

SECTION I	PRIMARY SCOPE OF WORK
<input type="checkbox"/>	A. To provide day-to-day management of the WorkSource Center in Evans County.
<input type="checkbox"/>	B. Implement all WIOA-funded services consistent with the goals and objectives of the Heart of Georgia Altamaha system; and
<input type="checkbox"/>	C. Coordinate services of required system partner agencies. Ensure all required partner services are available to the customer through the Evans County One-Stop. These services (listed in the REQUIRED ONE-STOP SERVICES section above) must be provided on-site by the required partner and/or by the partner through on-site technology such as video web-conferencing.
<input type="checkbox"/>	D. Ensure the center is staffed 15 minutes prior to the morning hours posted.
<input type="checkbox"/>	E. Ensure the center's doors are open to the public AT the hours posted in the morning and closed NO earlier than the closing time posted.
<input type="checkbox"/>	F. Ensure the facility is clean and in proper condition for public and staff use.
<input type="checkbox"/>	G. Monitor partner participation, reporting any required partner absences on their appointed days and times to the One-Stop Coordinator.
<input type="checkbox"/>	H. Submit all required reports to the LWDA appropriate entities as required.
<input type="checkbox"/>	I. Monitor any customer complaints. Handle customer complaints as the event is taking place and report ALL complaints to the LWDA EO Officer.
<input type="checkbox"/>	J. Maintain regular and open communication with the Administrative Office One-Stop Coordinator, and any other designated contacts.
<input type="checkbox"/>	K. Coordinate with other One-Stop locations and required partners within the Region.
<input type="checkbox"/>	L. Coordinate with employers within the area.
<input type="checkbox"/>	M. Attend meetings and training as requested by the local area.
<input type="checkbox"/>	N. Disseminate information to partners as directed.
<input type="checkbox"/>	O. Adhere to standard One-Stop policies and procedures.
<input type="checkbox"/>	P. May participate in job fairs in the Evans County center or within the WorkSource Heart of Georgia Region.
<input type="checkbox"/>	Q. Maintain the One-Stop Resource Reference Guide listing all required partners, the partner contact information, services provided and hours available to the customer.
<input type="checkbox"/>	R. Notify local area staff of any needs within the One-Stop such as supplies or facility maintenance needs, especially the proper functioning of the One-Stop technology used to provide customer services through partner agencies.

# WorkSource Heart of Georgia One-Stop Operator RFP 2026

## Heart of Georgia Altamaha Workforce Development Board

<input type="checkbox"/>	S. May assist the WorkSource Heart of Georgia area customer with: <ul style="list-style-type: none"> <li>a. Resume Development.</li> <li>b. Computerized job search (including employer contact).</li> <li>c. Completion of online applications.</li> <li>d. Use of fax machines, telephones, computers for contacting and working with potential employers, partner agencies and community resources.</li> <li>e. Registration in the WorkSource Georgia Portal (WGP) system for customer tracking.</li> <li>f. Information regarding the local labor market.</li> <li>g. Information regarding WIOA training programs including youth, ITA and OJT programs.</li> <li>h. Information regarding the use of WGP for customer self-assessment</li> <li>i. Identifying immediate and long-term needs.</li> <li>j. Referrals to partner agencies and resources as appropriate to address needs.</li> <li>k. Follow-up regarding job search and/or training activities.</li> </ul>
<input type="checkbox"/>	T. May provide for the application process for youth, adults and dislocated workers who are interested in accessing WIOA services. The application process will be performed according to rules as issued by the local area. The WorkSource Georgia Portal (WGP) electronic case management system shall be the only system used in this process.
<input type="checkbox"/>	U. Will provide referrals to customers who are interested in entering WIOA partner programs. This determination will be performed according to rules as issued by the local area.
<input type="checkbox"/>	V. May assist customers in making an informed customer choice in the process of job search.
<input type="checkbox"/>	W. May assist the local area in the delivery of rapid response services to dislocated workers, if applicable.
<input type="checkbox"/>	X. Will refer customers to other services when the customer is in need of those activities, including WIOA training services, social services agencies, community-based organizations, faith-based organizations and other partner agencies.
<input type="checkbox"/>	Y. May provide information on the full array of applicable or appropriate services that are available through the local area Evans County WorkSource Center office, other local offices, other providers or One-Stop Partners.
<input type="checkbox"/>	Z. May provide follow-up services for all customers who participate in job search.
<input type="checkbox"/>	AA. May participate in local area Job Fairs, Resource Fairs, partner meetings, and other WIOA promotional activities for the Evans County WorkSource Center.
<input type="checkbox"/>	BB. Will submit weekly/monthly/quarterly reports as required by the local area.
<b>SECTION II</b>	<b>STAFF REQUIREMENTS</b>
<input type="checkbox"/>	A. All staff funded with WIOA funds shall have a written job description with roles and responsibilities specific to the delivery of WIOA services as specified in this RFP. The contractor may not assign WIOA-funded staff to any duties or responsibilities beyond the comprehensive delivery of WIOA services outlined in the resulting contract.
<input type="checkbox"/>	B. The contractor must have sufficient staff to ensure the Evans County WorkSource Center location is staffed ALL open hours as set by the local area regardless of staff absences, planned or emergency based absence. The contractor also agrees to immediately notify local area staff of any, and ALL absences of regularly scheduled staff whether the absence is planned or emergency based.
<input type="checkbox"/>	C. The contractor must have a plan for how they will provide services outside of the regular business hours and must have a plan for how they will provide services to individuals who cannot visit a center during regular business hours.
<input type="checkbox"/>	D. The contractor shall submit a staffing plan (organizational chart must be included) which shall be sufficient to provide for staff to deliver services on a full-time basis.
<input type="checkbox"/>	E. The contractor must be willing to maintain maximum staff flexibility to allow for the mobilization of the staff to meet new and/or unexpected service delivery demands within the WorkSource Heart of Georgia Region.
<input type="checkbox"/>	F. The contractor shall notify the local area immediately of any vacant position; when new staff is expected to be hired, and be committed to filling staff vacancies with qualified candidates without any delay or gap in services.

**WorkSource Heart of Georgia One-Stop Operator RFP 2026**  
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<input type="checkbox"/>	G. The contractor shall assign a contact to work with the local area on all issues related to carrying out the terms and conditions of the contract between the local area and contractor.
<input type="checkbox"/>	H. The contractor shall ensure that WIOA funded staff, at a minimum, have the following skills, knowledge and/or abilities: <ul style="list-style-type: none"> <li>a. EXCELLENT customer service skills</li> <li>b. Computer and technology skills sufficient to perform <u>accurate and timely</u> data entry and other data collection functions</li> <li>c. Knowledge of how to coordinate services and activities</li> <li>d. Familiar with job-searching activities</li> <li>e. Ability to succeed in a “team-work” environment</li> <li>f. Knowledge of purpose of workforce development programs</li> <li>g. Ability to handle customer complaints and knowledge of safety procedures for staff and customers</li> </ul>
<input type="checkbox"/>	I. The contractor shall ensure that all staff hired to work under this contract are trained by local area staff in the following areas: <ul style="list-style-type: none"> <li>a. WIOA process and procedures, specifically One-Stop procedures</li> <li>b. Ensuring successful outcomes</li> <li>c. Information on employment services available throughout the local area One-Stop system</li> <li>d. The use of specific USDOL workforce development/One-Stop service Internet tools (e.g. Americas Career Net Tool, Americas Service Locator, ONET)</li> <li>e. The use of Labor Market Information in determining career goals</li> <li>f. The use of the WGP case management system, local area One-Stop reporting requirements and interpretation of local area data</li> <li>g. The knowledge of all programs of LWDA and partner agencies required under WIOA Law and Regulations</li> <li>h. How to provide superior service to all job seekers and businesses in an integrated, regionally focused framework with regards to LWDA and its required partners</li> </ul>
<input type="checkbox"/>	J. The contractor will ensure that all staff funded through this contract have undergone a criminal background check and drug screening and do not have any violations or convictions that could adversely affect the customers served under this program.
<input type="checkbox"/>	K. The contractor shall maintain staff to perform internal monitoring of the services the contractor is providing.
<b>SECTION III</b>	<b>PROGRAM PERFORMANCE REQUIREMENTS</b>
<input type="checkbox"/>	A. Regarding performance goals and reporting requirements, the contractor shall: <ul style="list-style-type: none"> <li>a. Achieve all performance WIOA goals/measures as specified in the contract agreement</li> <li>b. Conduct follow-up services for all WIOA One-Stop activities and report on results as defined by WIOA regulation and/or local area policy</li> </ul>
<b>SECTION IV</b>	<b>REPORTING &amp; MANAGEMENT REQUIREMENTS</b>
<input type="checkbox"/>	A. Reporting requirements shall include both program and financial reports and will include but not be limited to the following: <ul style="list-style-type: none"> <li>Programmatic:               <ul style="list-style-type: none"> <li>a. Timely and accurate data entry in the WGP case management system.</li> <li>b. Numbers served reporting as required by the local area.</li> <li>c. Reporting on participation in One-Stop activities.</li> <li>d. Monthly and year end performance and expenditure reports.</li> <li>e. Corrective action reports as deemed necessary.</li> <li>f. Other ad-hoc reports requested the local area.</li> </ul> </li> <li>Financial:               <ul style="list-style-type: none"> <li>a. Invoices for services and related expenses <u>shall be billed monthly</u>. Invoices are due by the 10th day of the month following the reporting month.</li> <li>b. The contractor shall use the invoice format provided by the local area</li> <li>c. The contractor shall submit copies of sufficient documentation to support invoices, and make the original documentation available for review by authorized local area staff and/or its auditors.</li> <li>d. The contractor must report financial expenditures on an ACCRUAL basis (accrual reporting is required).</li> </ul> </li> </ul>
<input type="checkbox"/>	B. The local area reserves the right to adjust reporting requirements, upon mutual agreement with the contractor, if such adjustments are deemed necessary to meet program objectives.

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<input type="checkbox"/>	C. Regarding system management requirements and reporting, the contractor shall: <ol style="list-style-type: none"> <li>a. Develop and maintain effective financial systems for the planning and budgeting of WIOA funds in accordance with WIOA regulations and applicable guidelines.</li> <li>b. Notify local area staff by e-mail of any WGP system problems, or any other system management issues that may interfere with the contractor's ability to monitor and/or report on local performance in a timely manner.</li> <li>c. Comply with all established reporting requirements, ensuring accurate and timely submissions.</li> </ol>
<b>SECTION V</b>	<b>POLICIES AND PROCEDURES</b>
<input type="checkbox"/>	A. Regarding policies and procedures, the contractor shall: <ol style="list-style-type: none"> <li>a. Ensure that all staff are sufficiently trained in WIOA operational policies and reporting procedures.</li> <li>b. Provide staff access to both hard copy and electronic copies of all policies and procedures developed for use by the local area as they apply toward the One-Stop operation.</li> <li>c. Ensure that all newly developed policies and procedures are shared with staff as appropriate.</li> </ol>
<b>SECTION VI</b>	<b>CUSTOMER CONFIDENTIALITY</b>
<input type="checkbox"/>	A. Regarding customer confidentiality, the contractor shall: <ol style="list-style-type: none"> <li>a. Maintain customer confidentiality at all times. Confidentiality requirements include any information regarding project applications of customers and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source.</li> <li>b. Take reasonable steps to ensure the physical security of all data gathered, and inform each of its employees, contractors, and sub-recipients having any involvement with personal data or other confidential information, of the laws and regulations relating to confidentiality.</li> </ol>
<b>SECTION VII</b>	<b>RAPID RESPONSE SERVICES</b>
<input type="checkbox"/>	A. The contractor staff may assist the local rapid response teams as applicable, and ensure staff is readily available to assist in implementation of rapid response services that meet both company and individual dislocated worker needs within the Regions 17 County area.
<b>SECTION VIII</b>	<b>WORKFORCE DEVELOPMENT SYSTEM</b>
<input type="checkbox"/>	A. The contractor staff may be requested to attend local One-Stop partner meetings, WDB committee meetings, WDB meetings, partner agency meetings, or other local area meetings pertaining to Evans County WorkSource Center operations.
<b>SECTION IX</b>	<b>GRIEVANCE PROCEDURES/CUSTOMER COMPLAINTS</b>
<input type="checkbox"/>	A. The contractor shall train all staff in the local area WIOA grievance procedure process, <u>which shall take precedence over any other contractor-specific grievance procedures and policies when applied to WIOA funded customers/employees</u> , and ensure that copies of all grievance policy and procedures are available in the Evans County office.
<input type="checkbox"/>	B. The contractor shall inform the local area immediately of all complaints, oral and written, formal or informal, which may be received by or about any WIOA funded customers or staff, employers or partners.
<input type="checkbox"/>	C. Should a complaint proceed to administrative staff regarding the Evans county One-Stop, the contractor staff will be notified and a response will be required.
<b>SECTION X</b>	<b>DISPUTE RESOLUTION</b>
<input type="checkbox"/>	A. The contractor agrees to use administrative processes and negotiation in attempting to resolve disputes arising from a contract. The contractor shall continue performance of the contract activities during such dispute and shall immediately submit a written request for informal review and consultation to the local area. Should the dispute not be resolved at this level within thirty (30) calendar days of such request, the WDB, through its committee, shall review the disputed matter and after consultation with the WDB Chair, and the contractor, shall resolve the dispute in accordance with standards as set forth in WIOA Section 184, and such decision shall be rendered in writing and become binding to all parties. Nothing in this paragraph shall imply that the contractor is prevented from appealing to the local area or State decisions pursuant to WIOA regulations.

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<b>SECTION XI</b>	<b>DE-OBLIGATION/RE-OBLIGATION/EXTENSIONS</b>
<input type="checkbox"/>	A. Throughout the contract year the local area will compare the contractor's actual performance with planned performance as set forth in the contract and in accordance with WIOA. If the contractor's actual performance is below planned performance, the contractor shall implement corrective action, and shall inform the local area of the action and expected results.
<input type="checkbox"/>	B. Modifications reducing the budget levels of any contract may be considered and implemented during the course of the contract if and when a contractor fails to meet expenditure, client, outcome goals, or notification from the local area or the U.S. Department of Labor of a funding reduction.
<input type="checkbox"/>	C. Either party may terminate a contract without cause after giving the other party thirty (30) days advance written notice of their intent to terminate this agreement.
<input type="checkbox"/>	D. A contract may be terminated, in whole or in part, without limiting remedies, by either party to this agreement if the other party fails to perform in accordance with the terms of contract. Performance does not mean only actual delivery of the product or service specified in the contract. It is meant to include the delivery of the product or service in a manner, which would be appropriate for good quality. In this event, the aggrieved party shall deliver three (3) working days advance written notice to the other party specifying the performance failure and the intent to terminate. The contractor will have ten (10) days from the receipt of such notice to correct the condition to the local area's satisfaction. If the condition is not corrected within the ten (10) day period, the contractor will be determined to be in breach of contract.
<input type="checkbox"/>	E. The WDB may unilaterally terminate or negotiate modification of an agreement at any time if its Federal or State grants are suspended, reduced, or terminated before or during the contract period, or if Federal or State Grant terms and regulations change significantly.
<input type="checkbox"/>	F. In the event of early termination initiated by either party for whatever reason, the contractor is entitled to payment earned through the date of contract termination. Only reimbursement for allowable costs incurred under contract from the contract beginning date through the date of contract termination will be eligible for payment.
<b>SECTION XII</b>	<b>CORRECTIVE ACTION</b>
<input type="checkbox"/>	A. The local area reserves the right to conduct monitoring and evaluation of the performance provided under contract. The local area will notify the contractor in writing of any deficiencies noted during such review, and may withhold or disallow payments as appropriate based upon such deficiencies. The local area will provide technical assistance to the contractor related to the deficiencies noted. The local area shall conduct follow-up visits to review the previous deficiencies and to assess the efforts made to correct them. If such deficiencies persist, the local area may terminate the contract.
<b>SECTION XIII</b>	<b>LEGAL AUTHORITY</b>
<input type="checkbox"/>	A. The contractor assures and guarantees that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the contractor legal authority to enter into a contract, receive the payments authorized under contract, and to perform the work the contractor has obligated itself to perform under contract.

Marking the checkboxes above constitutes an understanding of and an agreement by the proposer to conduct the activities/work listed.

I certify that the activities and requirements outlined in the STATEMENT OF WORK checklist above are understood. I agree that contractor staff will be responsible for completing all activities and requirements outlined. I also certify that the ten-page (maximum) STATEMENT OF WORK narrative is attached.

\_\_\_\_\_  
 Authorizing Signature

\_\_\_\_\_  
 Date

## **SECTION V: RFP REQUIRED FORMS**

The RFP response is divided into the following components:

<b>REQUIRED SECTIONS</b>	<b>FORMAT</b>
1. Proposal Cover Page (ATTACHMENT I)	Form Provided
2. Statement of Work / Scope of Work - with up to five (5) page narrative	Form Provided Narrative - Max 5 pages
3. Organizational Capabilities and Acknowledgments - with one (1) page narrative	Form Provided Narrative - Max 1 page
4. Budget Detail (ATTACHMENT II) - with one (1) page Narrative	Form Provided Narrative - Max 1 page
5. Attachments  ATTACHMENT III – PROVISION AND ASSURANCES (SIGN AND RETURN) ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT FORM (SIGN AND RETURN) ATTACHMENT V - CERTIFICATION REGARDING LOBBYING FORM (SIGN AND RETURN) ATTACHMENT VI - GEORGIA IMMIGRATION COMPLIANCE AFFIDAVIT FORM (SIGN AND RETURN) ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION FORM (SIGN AND RETURN)	Form Provided Form Provided Form Provided Form Provided Form Provided
<b><u>PROPOSER SUBMITTED</u></b>  Organizational Chart (ATTACH) Staff Qualifications/Job Title/Job Description (ATTACH) CORPORATE REGISTRATION CERTIFICATE (ATTACH) UNIQUE ENTITY ID (UEI) Number (ATTACH) BUSINESS LICENSE (ATTACH) FIDELITY BOND (ATTACH) STATEMENT OF CURRENT UI PAYMENT & STATE AND FEDERAL WITHHOLDING TAXES Two years of AUDITED FINANCIAL HISTORY (ATTACH) (See page 8)	
6. Attachment VIII - LETTER OF INTENT TO BID (SIGN AND RETURN)	Form Provided

### **INSTRUCTIONS FOR EACH REQUIRED SECTION**

1. Proposal Cover Page (ATTACHMENT I)
  - a. The Cover Page is to be completed by the proposing organization. The Proposal Cover Page must be completed, in full, and signed by an agency officer authorized to bind the agency to all commitments made in the proposal. Only one Cover Page is needed per proposal.
2. Statement of Work / Scope of Work Checklist(see pages 18-23 of RFP)
  - a. This checklist contains key elements for establishing the organization's understanding of the scope of services to be provided, expectations for staffing, program performance requirements, program and fiscal monitoring responsibilities, outreach and recruitment of eligible populations and other required activities necessary to effectively manage state-wide services. Respondents must check each box to verify that all terms and conditions are understood and will be carried out as directed. If the respondent does not check a box, there needs to be a written explanation in the narrative to explain why a particular box was not checked, otherwise the review committee may consider the proposal incomplete.
  - b. Work Statement Narrative – A narrative of NO MORE than FIVE PAGES should be included in the proposal, DIRECTLY BEHIND THE Statement of Work/Scope of Work Form.
3. Organizational Capabilities and Acknowledgments (see pages 31-37 of RFP)
  - a. Form MUST be signed and dated.
  - b. Narrative – A narrative of NO MORE than ONE PAGE should be included in the proposal, DIRECTLY BEHIND THE Organizational Capabilities and Acknowledgments Form.

4. Budget Detail (ATTACHMENT II)
  - a. Please enter budget information consistent with the line item categories listed.
    - i. Please note that indirect costs can only be included if your organization has an approved indirect rate from your cognizant agency and a copy is attached, or standardized cost allocation plan that can be reviewed upon request.
  - b. Budget Narrative – A narrative of NO MORE than ONE PAGE should be included in the proposal, DIRECTLY BEHIND THE Budget Detail Form.
    - i. The Budget Narrative should provide enough information that proposal evaluators need not seek clarification of the proposed budget. As stated above, this document may also be used to explain planning assumptions that would further explain rationale and/or justification for levels of activities and/or line-item expenditures.

5. Attachments provided, required to be submitted with RFP

ATTACHMENT I- PROPOSAL COVER PAGE

ATTACHMENT II- BUDGET FORM AND BUDGET NARRATIVE (COMPLETE AND ATTACH)

ATTACHMENT III – PROVISION AND ASSURANCES (sign and return)

ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT FORM (sign and return)

ATTACHMENT V - CERTIFICATION REGARDING LOBBYING FORM (sign and return)

ATTACHMENT VI - GEORGIA IMMIGRATION COMPLIANCE AFFIDAVIT FORM (sign and return)

ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION FORM (sign and return)

ATTACHMENT VIII - LETTER OF INTENT TO BID FORM (sign and return) (See #6 Below)

#### **OTHER ATTACHMENTS PROPOSER MUST SUBMIT**

Organizational Chart (ATTACH)

Staff Qualifications/Job Title/Job Description (ATTACH)

CORPORATE REGISTRATION CERTIFICATE (ATTACH)

UNIQUE ENTITY ID (UEI) Number (ATTACH)

BUSINESS LICENSE (ATTACH)

FIDELITY BOND (ATTACH) STATEMENT OF CURRENT UI PAYMENT & STATE AND FEDERAL WITHHOLDING TAXES

Two years of AUDITED FINANCIAL HISTORY (ATTACH) (See page 8)

#### **6. LETTER OF INTENT TO BID (SIGN AND RETURN) (ATTACHMENT VIII)**

All agencies interested in submitting a bid in response to this RFP must submit a letter of intent; the letter may be submitted by e-mail, fax or mail to the Contract Officer. The letter of intent must be received by the **Contract Officer by 5:00 PM Eastern Time on March 20, 2026.**

**Contractors failing to submit a letter of intent by the stated deadline shall be disqualified.**

## **SECTION VI: PROPOSAL REVIEW & EVALUATION PROCESS**

### **PROPOSAL EVALUATION PROCESS**

A committee of WDB members will serve as the RFP evaluation committee. They will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. The Committee reserves the right to reject any and all proposals.

Proposals will be screened for compliance with the federal Workforce Innovation and Opportunity Act requirements, alignment with the State Workforce Innovation Act/Wagner Peyser strategic plan, and compliance with the specifications of this RFP through the following three-phase process.

**PHASE I** WDB staff will initially evaluate each proposal for responsiveness.

The following minimum criteria will be used to determine which proposals will continue on to Phase II:

1. The proposal was submitted in accordance with the specified timeline.
2. All requested information and documentation is included in the application package, and is completed and signed by an individual legally authorized to act on behalf of the bidder.
3. The appropriate number of copies was submitted.

**PHASE II** Proposals that have met the minimum criteria, as stated above, will then be reviewed and ranked by the RFP Committee. Proposals will be ranked based on evaluation criteria outlined in the next section. These rankings will be used as a guideline for discussion and determination of recommendations.

**PHASE III** The recommendation of the Committee will be presented to the Heart of Georgia Altamaha Workforce Development Board for approval at the WDB meeting. The Committee retains the right to request additional information from any applicant or request oral presentations from applicants.

If no proposal adequately addresses the services as requested in the RFP, the committee may recommend that no award be made or that the proposal be forwarded for review providing all conditions can be met.

All contract awards will be considered provisional pending receipt of any additional documentation regarding administrative requirements and/or any other areas of concern and the successful completion of contract negotiations.

The final contract must be approved by the Heart of Georgia Altamaha Workforce Development Board prior to enactment.

**PROPOSAL EVALUATION CRITERIA**

**Organizational Overview/Experience**

- Bidder submitted a record of past performance with WIOA (or similar program).
- Bidder provided a clear and relevant mission/vision.
- Bidder provided a description and brief history of the organization.
- Bidder demonstrated unique expertise that distinguishes the organization.

**Financial/Fiscal Accountability**

- Bidder has financial and administrative experience in managing federal, state, and/or private funding sources.
- Bidder provided documents establishing financial history.
- Bidder is up-to-date on taxes (income, annual state & federal, payroll tax, etc.).
- Bidder provided evidence that acceptable accounting systems are in place.
- Bidder provided a proposed budget and narrative which includes only personnel costs **for one, One-Stop staff person** (and, if applicable profit/indirect). **which does not exceed \$42,000.00.**
- Bidder's budget is adequate for the scope of work presented in the RFP.

**Capacity**

- Bidder provided a functional organizational chart that is deemed satisfactory to meet One-Stop needs.
- Bidder provided a description of organizational capacity and an understanding of the One-Stop partner services/activities model.
- Bidder provided a reasonable plan for staffing including staff replacement for absences.
- Bidder described resources they can contribute to the system (examples: in-kind costs, additional services).

**Partnerships & Community**

- Bidder demonstrated experience with oversight of multi-organizational staff.
- Bidder demonstrated a plan for partner integration to facilitate customer services within the One-Stop.
- Bidder provided a plan or demonstrated expertise in working with multiple programs and multiple resources.
- Bidder explained how the staff will develop and maintain partner relationships.

**Programs/Program Outcomes**

- Bidder provided proposed activities consistent with the objectives and outcomes of the One-Stop model.
- Proposed outcomes are measurable and relevant to the mission and objectives of One-Stop partner programs.
- Bidder described how outcomes will be reported.
- Bidder described use of data to evaluate performance, track outcomes, and meet reporting requirements.

**Technology, Data, & Reporting**

- Bidder described data and reporting system requirements.
- Bidder described use of data for reporting to the administrative entity.
- Bidder described the use of video conferencing technology (and any other technology) to ensure customers can access partner services for those partners not physically located within the One-Stop.
- Bidder demonstrated an ability to ensure and maintain data integrity.

## SECTION VII: ORGANIZATIONAL CAPABILITIES AND ACKNOWLEDGEMENTS

### Section VII (pages ) must be completed, signed and returned as part of your proposal.

There are four parts within this section. Do not leave any part blank. If any one item is not applicable, indicate such by entering "N/A" (Not Applicable) in the left margin. For Section VII you may attach an additional page.

#### Part One: Capacity, capability, acknowledgements

#### Part Two: Past Performance

#### Part Three: Financial Capability

#### Part Four: Compliance Acceptance

Successful proposers to this RFP must demonstrate the capacity to effectively manage statewide services consistent with the Heart of Georgia One-Stop service delivery model; commit to several program elements deemed by the WDB to be required components of the program design; and recognize the direct oversight and leadership role that the local administrative entity shall maintain in managing service delivery contracts.

To be eligible to operate a WIOA service delivery program, an agency or organization must:

<b>PART ONE: CAPACITY, CAPABILITY AND ACKNOWLEDGMENTS</b>	
<input type="checkbox"/>	1. Have the management and fiscal capacity to administer a complicated federal grant program, as well as, demonstrated experience in the operation of employment and training programs.
<input type="checkbox"/>	2. Understand that only costs directly related to the operation of the grant program, and properly justified with supporting documentation will be allowable charges to this program. Required supporting documentation, such as properly completed time cards, time sheets, travel reports, invoices, receipts, etc., must be maintained. Funds provided under WIOA shall not be used to supplant or duplicate facilities or services available in the area from federal, state, or local sources.
<input type="checkbox"/>	3. Demonstrate a working knowledge of the Act, Final Rules and Regulations and the key program services required under WIOA. Understand the required performance measures and strategies for achieving measures, and how the effective delivery of Program services helps to align workforce and economic development efforts.
	4. An agency or organization awarded a contract for the delivery of WIOA services shall:
<input type="checkbox"/>	A. Have demonstrated the ability to be flexible and adapt quickly to change. Specifically, the agency or organization must operate within an infrastructure that can support the mobilization of existing staff, as well as, the ability to ramp up staffing on short notice, to meet the demand for specialized/customized services in response to mass layoffs and/or new program(s).
<input type="checkbox"/>	B. Be subject to an extensive set of fiscal and programmatic reporting and oversight requirements, which shall include the use of specific forms and reports required to carry out the monitoring and evaluation of programs as mandated by the federal and state regulations and the local administrative entity's policies and procedures.
<input type="checkbox"/>	C. Be liable for any disallowed or illegal expenditure of funds or program operations conducted under their contract. Resources used to reimburse disallowed/illegal expenses may not come from federal or state funds.
<input type="checkbox"/>	D. Be required to use the WIOA WorkSource Georgia Portal (WGP) case management system, as well as, maintain hardcopy customer files. All books, records, documents, and papers (including customer files) relating to WIOA service delivery shall be retained by the contractor for a minimum period of seven (7) years or returned to the administrative entity following submission of the final expenditure report, customer exit or data validation date, or until such time as any litigation, audit findings or other claims have been resolved and so certified by the state.
<input type="checkbox"/>	E. Be required to sign a Contract for services, which will provide for the full indemnification and hold harmless of any liability to the administrative entity and/or the WDB for any activities conducted by the contractor. This includes a full statement of responsibility for reimbursing the administrative entity for any costs or expenditures which are disallowed in an audit, or any other claims which might be made against a program operator by a WIOA customer or other interested party. The contractor shall also be required to subscribe to the WIOA assurances and certifications.

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<input type="checkbox"/>	F. Be required to assign staff whose sole responsibility and commitment is the delivery of comprehensive WIOA services. WIOA services shall be implemented as a “whole” service consistent with the intent of WIOA rules and regulations. No other federal, state or local program services offered by the contractor shall be allowed to take precedence over the intent of WIOA service delivery.
<input type="checkbox"/>	G. Be required to ensure that all staff funded under the contract are adequately trained in WIOA regulations, process and procedures, including EO and confidentiality procedures consistent with US DOL requirements. Be required to ensure that customer confidentiality is maintained at all times.
<input type="checkbox"/>	H. Be required to have the capacity to provide consistent content and quality of services.
<input type="checkbox"/>	I. Be required to ensure timely data entry of customer registration and case management information into the electronic WIOA case management system (WGP) to ensure complete and accurate data is available to meet performance and reporting requirements.
<input type="checkbox"/>	J. Be required to achieve established performance goals on an annual basis; failure to meet performance goals shall require corrective action and/or be used as a factor in determining future contract awards.
<input type="checkbox"/>	K. Be required to develop local operational and fiscal policies and reporting procedures, to ensure federal and state goals, objectives and performance measures for WIOA funds are met.
<input type="checkbox"/>	5. The contractor must be able to offer cost-effective services.
<input type="checkbox"/>	6. The contractor must have an existing financial infrastructure sufficient to support the processing of WIOA financial reports and the availability of non-federal financial resources to cover any costs incurred as a result of erroneous eligibility determinations and/or disallowed program activities.
<input type="checkbox"/>	7. The contractor shall be registered (and in good standing) to conduct business in the State of Georgia, and must not be the subject of any past or current federal suspension or disbarment proceedings.
<input type="checkbox"/>	8. The contractor shall carry appropriate liability and workers compensation insurances.
<input type="checkbox"/>	9. The contractor must have the ability to carry out the Work Statement Requirements as defined in this RFP.
<input type="checkbox"/>	10. In addition, contractors shall abide by local procedures that recognize the administrative entity as the <u>sole</u> contact with the U.S. Department of Labor (USDOL) and Technical College System of Georgia, Office of Workforce Development (TCSG) for all issues related to the implementation and management of WIOA funded activities in the local area. As such, all contractor communication with USDOL or TCSG regarding WIOA issues must be directed through the administrative entity.
<input type="checkbox"/>	11. Proposals should follow the format set forth in the SUBMISSION OF PROPOSALS section of the RFP and adhere to the minimum requirements specified therein.
<input type="checkbox"/>	12. No costs will be paid to cover the expense of preparing a proposal for this RFP or procuring its subsequent contract for services or supplies under WIOA.
<input type="checkbox"/>	13. Proposals submitted for funding consideration must be consistent with, and if funded, operated according to, the federal WIOA legislation, all applicable federal regulations, State of Georgia policies, WDB policies and procedures, and other LWDA policies and procedures.
<input type="checkbox"/>	14. Any changes to the WIOA program, performance measures, funding level, or WDB direction may result in a change in contracting. In such instances, the WDB will not be held liable for what is in the contractor's proposal or this Request for Proposals package.
<input type="checkbox"/>	15. Formal notification to award a contract and the actual execution of a contract are subject to the following: receipt of WIOA funds anticipated, results of negotiations between selected contractor and WDB staff, continued availability of WIOA funds and WDB approval.
<input type="checkbox"/>	16. The contractor selected for funding must also ensure compliance with the following, as applicable: U.S. DOL regulations 20 CFR Part 652; 2 CFR Part 200, and any other applicable regulations.
<input type="checkbox"/>	17. The contractor will be expected to adhere to WDB procedures to collect, verify, and submit required data as required and submit monthly invoices to the Administrative Entity.
<input type="checkbox"/>	18. Contractors must ensure equal opportunity to all individuals. No individual shall be excluded from participation in, denied the benefits of, or subjected to discrimination under any WIOA-funded program or activity because of race, color, religion, sex, national origin, age, disability, or political affiliation or belief.

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<input type="checkbox"/>	19. Contractors must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act.
<input type="checkbox"/>	20. Contractors must accept liability for all aspects of any WIOA program conducted under contract with the WDB. Contractors will be liable for any disallowed costs or illegal expenditures of funds or program operations conducted. Disallowed costs may not be paid with any other federal funds.
<input type="checkbox"/>	21. Reductions in the funding level of any contract resulting from this solicitation process may be considered during the contract period when a contractor fails to meet expenditure, customer, and/or outcome goals specified in the contract or when anticipated funding is not forthcoming from the federal or state governments.
<input type="checkbox"/>	22. Contractors will allow local, state, and federal representatives access to all WIOA records, program materials, staff, and customers. In addition, contractors are required to maintain all WIOA records for seven years, beginning on the last day of the program year, except when circumstances dictate otherwise. (2 CFR Part 200)
<input type="checkbox"/>	23. The contract award will not be final until the WDB and the contractor have executed a mutually satisfactory contractual agreement. The WDB reserves the right to make an award without further discussion of the proposal submitted. No program activity may begin prior to final WDB approval of the award and execution of a contractual agreement between the successful contractor and the WDB.
<input type="checkbox"/>	24. The proposal warrants that the costs quoted for services in response to the RFP are not in excess of those that would be charged by any other individual for the same services performed by the contractor.
<input type="checkbox"/>	25. All contractors and commercial organizations shall purchase annually an organization-wide audit according to the requirements of the Single Audit Act and 2 CFR Part 200. Include audit costs in the proposed budget detail.
<input type="checkbox"/>	26. Each party shall be responsible for any negligence of its own employees or agents in the performance of this contract. All contracts warrant that the contractor will maintain coverage sufficient to cover contracting activities. At the request of the WDB, the contractor will provide certification of third party insurance or self-insurance and bonding. Insurance and bonding coverage will be effective for the term of the contract.
<input type="checkbox"/>	27. Continuation of funding is dependent on availability of federal funds and the contractor's successful performance to be evaluated at the end of each program year.
<input type="checkbox"/>	28. Attendance may be required at any training during the program year as deemed mandatory by the WDB, and the contractor must ensure that funds are available to support such attendance.
<input type="checkbox"/>	29. The contractor will be legally obligated to enter all required data as directed, relating to all customers served during the contract period in the WorkSource Georgia Portal (WGP). Contractors shall be responsible for keeping customer files up-to-date, especially in time to meet quarterly reporting deadline requirements.
<input type="checkbox"/>	30. The contractor will be legally obligated to turn over complete data files in the specified electronic format, as well as hard copy case files, to the WDB at the time that the contractor ceases to operate the WIOA program.
<input type="checkbox"/>	31. The contractor will ensure that criminal record checks and drug screenings are performed for all employees who have direct contact with program customers.
<input type="checkbox"/>	32. Contractors need to be aware that services are scheduled for implementation effective July 1, 2026.
<input type="checkbox"/>	33. No modification, alterations, additions or substitution to any proposal will be accepted after the proposal due date listed within this RFP.

**PART TWO: PAST PERFORMANCE**

<input type="checkbox"/>	34. Complete the following chart showing the performance of the proposer when providing One-Stop services. Use the most current WIOA performance. If the proposer has not provided WIOA services, use other program criteria. The proposer should specify the source of funds if not WIOA.
<input type="checkbox"/>	Program Year: _____ Program Title: _____
<input type="checkbox"/>	Total funds awarded for contract: _____ Funds Used: _____
<input type="checkbox"/>	Contracted Number to be served: _____ Actual number served: _____
<input type="checkbox"/>	Cost per customer: _____

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**PART THREE: FINANCIAL CAPABILITY**

(Attach one additional page, if necessary, for this section)

(Do not leave any sections blank, if an item does not apply to your agency indicate "N/A", Not Applicable)

<input type="checkbox"/>	35. Date the organization was established:		<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/>	36. Is this a community based organization?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Community Based Organizations: Private nonprofit organizations which are representative of communities or significant segments of communities. Note that governmental agencies are <b>NOT</b> "community-based organizations".				
<input type="checkbox"/>	37. The proposer is a corporation:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If yes, corporations and their affiliates must be listed and properly registered with the Secretary of State's office.				
a. A copy of the registration certification <u>is attached</u> : <input type="checkbox"/> YES <input type="checkbox"/> NO				
b. If no, please explain:				
<input type="checkbox"/>	38. Proposer is licensed in the county or city in which they are doing business:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Please indicate if Not Applicable: _____				
a. A copy of the license <u>is attached</u> : <input type="checkbox"/> YES <input type="checkbox"/> NO				
b. If no, please explain:				
<input type="checkbox"/>	39. Proposer has a current fidelity bond:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
a. A copy of the fidelity bond <u>is attached</u> : <input type="checkbox"/> YES <input type="checkbox"/> NO				
b. If no, please explain:				
<input type="checkbox"/>	40. *Financial conditions (current through at least December 31, 2025; most recent is preferable) * Not required for State agencies or Public Educational Institutions			
a. Cash \$ _____				
b. Current assets \$ _____				
c. Current liabilities \$ _____				
d. Net working Capital \$ _____ (a + b - c = d)				
<input type="checkbox"/>	41. Proposer's Fiscal Year End:			
<input type="checkbox"/>	42. Proposer's Worker's Compensation is Current:	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Name of Carrier: _____ Policy Number: _____				
Address of Carrier: _____				
Period Covered by Policy: _____				
<input type="checkbox"/>	43. OSHA placed a fine on proposer (civil or criminal) in the past 24 months?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
a. If yes, explain:				
<input type="checkbox"/>	44. Are Federal, State and Unemployment taxes paid and current?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
a. Federal Employer Identification Number: _____				
b. Georgia Unemployment Insurance Number: _____				
c. Georgia Withholding Tax Number: _____				
<input type="checkbox"/>	45. In the past five (5) years, has the proposer had any Federal or State tax levies?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
a. <u>Attach</u> to this form a letter from the organization's CPA or financial official verifying the above Federal, State and withholding and U.I. taxes are current.				
b. If yes, describe the nature, circumstance of the levy, county filed and the date paid/resolved:				
<input type="checkbox"/>	46. Provide a bank reference, including the address, phone number, contact person, and contact person's title.			
Bank Name: _____ Phone Number: _____				
Bank Address: _____				
Contact Person: _____ Title: _____				

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<input type="checkbox"/>	<p>47. Circle the appropriate answer(s) to indicate the financial arrangements which are available to facilitate performance during initial phases of the contract:</p> <p>a. Proposer's Own Resources <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>b. Bank Credit <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, name of bank and amount (include any line of credit):          Name of Bank: _____ Amount of Credit: _____</p> <p>c. Other Income Sources: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If yes, specify source and amount:          Source: _____ Amount: _____          Source: _____ Amount: _____</p>
<input type="checkbox"/>	<p>48. Audit has been performed in the past five (5) years: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>a. If no, explain: _____</p> <p>b. A copy of the most recent audit is attached: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>c. Latest audit statement was prepared on: _____</p> <p>d. Audit statement covers the period of: _____ through _____</p> <p>e. Has the same CPA firm audited company records for the past five (5) years: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Name of auditor: _____</p> <p>If no (a different CPA firm has audited during the past five (5) years), complete the information below:</p> <p>Firm Name: _____ First Year End: _____</p> <p>Firm Address: _____</p> <p>f. If new Organization, state the date the organization began business: _____</p> <p>Information confirmed by: _____          (CPA Firm Representative or Financial Officer of Proposer)</p>
<input type="checkbox"/>	<p>49. Proposer has attached a copy of the organization's Organizational Chart: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<input type="checkbox"/>	<p>50. Fiscal Controls: Attach a brief description (one page) of the accounting system and internal controls utilized in assuring fiscal accountability. Describe the method of accrual used. Identify the source and amounts of any supplemental funds (non-WIOA) to be used in providing these services.</p>
<input type="checkbox"/>	<p>51. Proposed Budget:</p> <p>The total proposed budget amount does NOT exceed \$42,000.00. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The total proposed budget ONLY includes cost for ONE-One-Stop staff and, if applicable, fringe or indirect. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<input type="checkbox"/>	<p>52. Related Parties</p> <p>Identify between the proposing agency, its staff and/or Board member(s), and another entity any business or personal relationships, jointly owned assets or other related interests which are planned to be utilized in the services to be provided in the proposed project, if applicable. Describe the nature of the relationship. (Failure to disclose related party information may result in the imposition of sanctions or other appropriate measures by the administrative entity or grant recipient.)</p> <p>_____          Authorizing Signature _____ Title _____ Date _____</p>
<input type="checkbox"/>	<p>53. If any questions arise during proposal review, state name and phone number of contact person if different from above.</p> <p>Name: _____ Phone Number: _____</p>

**PART FOUR: COMPLIANCE ACCEPTANCE**  
Heart of Georgia Workforce Development Area

As the authorized signatory official for:

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(Submitting Organization)

I hereby certify:

- That the above named proposer is legally authorized to submit this application requesting funding under the Workforce Innovation and Opportunity Act.
- That the above-named proposer does hereby agree to execute all work related to this application in accordance with the Workforce Innovation and Opportunity Act, U.S. Department of Labor, Technical College System of Georgia, Office of Workforce Development and the administrative entity policies and guidelines; and
- That the above named proposer will ensure special efforts to prevent fraud and other program abuses, such as but not limited to, deceitful practices, intentional misconduct, willful misrepresentation and improper conduct which may or may not be fraudulent in nature; and
- That the contents of the application are truthful and accurate and the above named proposer agrees to comply with the policies stated in this application and that this application represents a firm request subject only to mutually agreeable negotiations; and that the above named proposer is in agreement that the WDB reserves the right to accept or reject any proposal for funding; and that the above-named proposer has not been debarred or suspended from receiving federal grants, contracts, or assistance; and that the above-named proposer waives any right to claims against the members and staff of the administrative entity or the WDB.

---

Authorized Representative Signature

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Date

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Typed Name of Authorized Signatory

## **SECTION VIII: Workforce Innovation Board Reservations Regarding this RFP**

The proposer should review each statement below to ensure capacity for compliance before submitting a proposal for consideration.

1. All solicitations are contingent upon availability of funds.
2. This RFP is for one year; July 1, 2026 through June 30, 2027.
3. The WDB reserves the right to accept or reject any or all proposals received.
4. The WDB is not required to award bids to the lowest bidder or to the best score, but must make award decisions based on the best overall proposals considering all relevant factors. These factors include, but are not limited to: price, technical qualifications, and demonstrated experience. The WDB reserves the right to negotiate costs, prices, and services with all qualified sources if it is in the best interest of the WDB to do so.
5. The WDB reserves the right to use sources of funds other than WIOA to fund portions of a proposer's costs or increase or decrease funding levels under this proposal as necessary to accomplish goals.
6. The WDB reserves the right to extend the submission deadline if the WDB deems it necessary. If such action occurs after a proposal has been submitted, the bidder has the right to revise its proposal.
7. The WDB reserves the right to withdraw this RFP at any time without prior notice and makes no representation that any contract will be awarded to any offer responding to this RFP.
8. The WDB reserves the right to waive informalities and minor irregularities in offers received.
9. The WDB reserves the right to re-release this RFP if no qualified applications are received and/or due to funding restrictions, reallocations, or any other funding/program-related issues at the state or federal level.
10. This RFP does not commit the WDB to award a contract.
11. This RFP is for WIOA services and other related programs and funding streams which may become available to the WDB during the contract period for same/similar services.
12. The WDB may accept any item or group of items of any offer, unless the proposer qualified its offer by specific limitations.
13. The WDB may select a service provider based on initial offers received, without further discussion with the proposer of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint that the proposer can submit to the WDB.
14. The WDB reserves the right to fund all or portions of a proposal, such as a portion of the services or a portion of the area proposed. The WDB also reserves the right to require that a proposer, if funded, serve counties which they did not specify in their proposal or offer services which were not in their proposal but are still within the scope of this RFP.
15. The WDB reserves the right to verify any information within the proposal. If the information cannot be verified the WDB reserves the right to reduce the rating points awarded.
16. The WDB reserves the right to require that a proposer use a facility designated by the WDB for purposes of operating the services provided.
17. The WDB reserves the right to request additional data, oral discussion or documentation in support of written offers.
18. All data, material, and documentation originated and prepared by the contractor pursuant to the contract shall belong exclusively to the WDB and be subject to disclosure under the Freedom of Information Act.
19. Additional funds received by the WDB may be contracted by expanding existing programs or by consideration of proposals not initially funded under this RFP, if such proposals were rated in the competitive range. These decisions shall be at the discretion of the WDB.
20. The WDB may decide not to fund part or all of a proposal even though it is found to be in the competitive range if, in the opinion of the WDB, the services proposed are not needed, or the costs are higher than the WDB finds reasonable in relation to the overall funds available, or if past management concerns lead the WDB to believe that the proposer has undertaken more services than it can successfully provide.
21. The WDB has a right to fund a lower ranked proposal over a higher ranked proposal because of valid policy considerations, including but not limited to, organizational experience, geographical considerations, leveraging of outside resources, and target populations.
22. Any proposal approved for funding is contingent on the results of an on-site review. This site visit will establish, to the WDB's satisfaction, whether the contractor is capable of conducting and carrying out the provisions of the proposed contract. If the results of the site visit indicate, in the opinion of the WDB, that the contractor may not be able to fulfill contract expectations, the WDB reserves the right not to enter into contract with the organization, regardless of the WDB approval of the contractor's proposal.

23. The WDB is required to abide by all WIOA legislation and regulations. Therefore, the WDB reserves the right to modify or alter the requirements and standards set forth in this RFP based on program requirements mandated by state or federal agencies. The WDB reserves the right to apply any stipulations set forth in this RFP to the resulting contract.
24. The WDB reserves the right to cancel an award immediately if new state or federal regulations or policy makes it necessary to change the program purpose or content substantially, or to prohibit such a program.
25. The WDB reserves the right to determine both the number and the funding levels of contracts finally awarded. Such determination will depend upon overall fund availability and other factors arising during the proposal review process. Bids submitted which are over the maximum amount of funds specified for this RFP will be rejected.
26. Applicants are advised that most documents in the possession of the WDB are considered public records and subject to disclosure under the State of Georgia's Open Records Act.
27. The WDB will be monitoring, auditing, and evaluating the contractor's fiscal records, written policies and procedures, programs and activities throughout the contract period. Contractors must allow WDB and local Administrative Entity staff or its agent full access to all files, policies and procedures, and records relating directly to WIOA funding, client case files, accounting files and records, and any related files and records associated with proper accounting of such funds and clients. Denying access to records, files, policies and procedures, and related information shall be sufficient reason to terminate the contract immediately.
28. The selected contractor must be in compliance with and/or agree to comply with all of the program assurances and certifications required by the WDB and/or State and Federal law as outlined in this RFP document.
29. Once a contract is awarded, that contractor becomes fully responsible for administration of the program(s) and other policies or regulations established by the U.S. Department of Labor, the WDB, and/or the Technical College System of Georgia, Office of Workforce Development.
30. The WDB also reserves the right to vary the provisions set forth herein at any time prior to contract execution when the WDB deems such variance to be in the best interest of the WDB and to act otherwise as it deems at its own discretion. The WDB will require the proposers selected to participate in negotiations. As a result of these negotiations, revisions (including technical and/or cost revisions) may be required which may result in acceptance or rejection of any and all proposals received.
31. The WDB reserves the right to fund any additional proposal received during this solicitation process, at any time during the program period, without issuing an additional request for proposal package. A contingency list may be established. The list will consist of proposers whose evaluation scores meet or exceed the minimum score and were not selected for award. Contracts may also be negotiated in cases of emergency or if additional funds become available. The WDB will select the proposals to be funded.
32. The WDB reserves the right to issue a new request for proposal at any time during this contract period if it is the will of the WDB to do so.

## SECTION IX: ATTACHMENTS

For any attachment that are not applicable to your organization (for example, your location may not be required to have a business license, please insert a page labeled "Business License - Not applicable" to indicate you were aware of the requirement and it is not applicable. (NOT, that you were aware and FAILED to submit the document where it applies).

**ATTACHMENT I - PROPOSAL COVER PAGE FORM (COMPLETE, SIGN AND RETURN)**

**ATTACHMENT II- BUDGET FORM AND BUDGET NARRATIVE (COMPLETE, SIGN AND RETURN)**

**ATTACHMENT III – PROVISION AND ASSURANCES (SIGN AND RETURN)**

**ATTACHMENT IV - CERTIFICATION REGARDING DEBARMENT FORM (SIGN AND RETURN)**

**ATTACHMENT V - CERTIFICATION REGARDING LOBBYING FORM (SIGN AND RETURN)**

**ATTACHMENT VI - GEORGIA IMMIGRATION COMPLIANCE AFFIDAVIT FORM (SIGN AND RETURN)**

**ATTACHMENT VII - CONFIDENTIALITY CERTIFICATION FORM (SIGN AND RETURN)**

**ATTACHMENT VIII - LETTER OF INTENT TO BID FORM (SIGN AND RETURN)**

### PROPOSER SUBMITTED

Organizational Chart (ATTACH)

Staff Qualifications/Job Title/Job Description (ATTACH)

CORPORATE REGISTRATION CERTIFICATE (ATTACH)

UNIQUE ENTITY ID (UEI) Number (ATTACH)

BUSINESS LICENSE (ATTACH)

FIDELITY BOND (ATTACH)

STATEMENT OF CURRENT UI PAYMENT & STATE AND FEDERAL WITHHOLDING TAXES

Two years of AUDITED FINANCIAL HISTORY (ATTACH)

# PROPOSAL COVER PAGE

## **ATTACHMENT I**

Proposal for:  
**WorkSource Heart of Georgia  
EVANS COUNTY ONE-STOP**

Contractor: \_\_\_\_\_  
Typed name of Agency/Corporation

Mailing address: \_\_\_\_\_

Contact Person:

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**OFFER:** The undersigned hereby proposes to furnish to **HEART OF GEORGIA ALTAMAHAWORKFORCE DEVELOPMENT BOARD** the services as described in the Statement of Work in accordance with the specifications contained in this RFP.

The signature of the proposer below signifies the agreement of the proposer to all of the terms and conditions of this RFP unless exception is taken, in writing, and further certifies:

1. That the *proposer* is an organization that has a working knowledge of the deliverables and requirements described in this RFP.
2. That the proposal submitted meets all of the specifications in this RFP.
3. That a full disclosure of any past, current, pending or anticipated litigation between the respondent and any governmental or business entity in the State of Georgia is included in the proposal.
4. That the *proposer* has the capacity and can commit to the program and fiscal management requirements as specified in the Statement of Work section of the RFP within the defined timeline.

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

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Typed Name of Authorized Representative

**Title of Authorized Representative**

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**Signature of Authorized Representative**

Date

**ATTACHMENT II**

**Budget and Budget Narrative**

<b>Agency:</b>	<b>Region 9</b>		<b>Contract #</b> <b>(to be assigned)</b>
<b>Address:</b>	<b>Beginning Date:</b>		<b>Ending Date:</b>
<b>Program Title:</b> <b>WIOA–TITLE IB–ONE-STOP</b>	<b>Grant Number:</b> <b>(to be assigned)</b>		<b>Revised Date:</b> <b>N/A</b>
<b>LINE ITEM</b>	<b>CURRENT BUDGET</b>		
<b>Salary</b>	\$ -		
<b>Fringe</b>	\$ -		
<b>Travel</b>	\$ -		
<b>Indirect-Profit/FIXED FEE Rate</b> _____ %	\$ -		
<b>TOTAL</b>	\$ -	\$ -	\$ -

**PERSONNEL DETAIL**

<b>TITLE/POSITIONS</b>	<b>Wages/ANNUAL SALARY</b>	<b>% CHARGED TO CONTRACT</b>	<b>AMOUNT CHARGED TO CONTRACT</b>
<b>One-Stop Operator Staff</b>			
<b>TOTAL Enter on salary line item on Budget Summary</b>			\$ -

**FRINGE BENEFITS**

<b>BENEFIT</b>	<b>SALARY BASE</b>	<b>% RATE</b>	<b>AMOUNT CHARGED TO CONTRACT</b>
<b>FICA/Medicare</b>	\$ -	<b>0.00%</b>	\$ -
<b>Worker's Compensation</b>	\$ -	<b>0.00%</b>	\$ -
<b>Health Insurance</b>	\$ -	<b>0.00%</b>	\$ -
<b>Retirement</b>	\$ -	<b>0.00%</b>	\$ -
<b>Unemployment Insurance</b>	\$ -	<b>0.00%</b>	\$ -
<b>Life Insurance</b>	\$ -	<b>0.00%</b>	\$ -
<b>Other (Identify)</b>			
<b>TOTAL Enter on fringe line item on Budget Summary</b>			\$ -
<b>Travel</b>			
<b>Mileage Rate</b> _____ % x # of Miles			\$ -
<b>TOTAL (Enter on mileage line item on Budget Summary)</b>			\$ -

**Budget and Budget Narrative Continued**

**\* Indirect-Profit/FIXED FEE DETAIL**

\* Change wording on cover sheet to indicate Profit or Indirect

<b>Indirect - Profit Fixed Fee Total:</b>	<b>Begin Date:</b>
<b>Funding Title: IB – ONE-STOP</b>	<b>End Date:</b>
<b>DETAIL</b>	
<b>1) TOTAL COST</b> (not including pass through funds)	
<b>2) PASS THROUGH FUNDS</b> (funds not calculated for indirect -profit)	\$ -
<b>3) FIXED FEE COST</b>	<b>\$0.00</b>
<b>4) TOTAL PRICE OF CONTRACT</b> (#1+#2+#3)	
<b>5) FEE AS A % OF PRICE</b> (#3 divided by #1)	<b>10%</b>
<b>TOTAL</b>	
<b>1) OUTCOME:</b>	
<b>2) OUTCOME:</b>	
<b>3) OUTCOME:</b>	
<b>1) FEE PER OUT COME</b>	

Indirect-Profit for this contract is to be paid as follows:

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Typed Name of Authorized Representative

Title of Authorized Representative

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Signature of Authorized Representative

Date

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**ATTACHMENT III**

**Provisions, Assurances and Certifications**

Any entity receiving funds under the Workforce Innovation and Opportunity Act, Public Law 113-128 must adhere to the following provisions, assurances and certifications:

1. SEC. 501 of WIOA. Privacy. The privacy protections afforded parents and students under section 444 of the General Education Provisions Act (20 U.S.C. 1232g);
2. SEC. 502 of WIOA. Buy-American Requirement. Compliance with Buy American Act.—None of the funds made available under WIOA may be expended by an entity unless the entity agrees that in expending the funds the entity will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the “Buy American Act”);
3. Recipients of WIOA funds must adhere to the provisions regarding (29 CFR Part 93), Certification Regarding Lobbying;
4. Recipients of WIOA funds must adhere to the provisions of the Drug-Free Workplace Requirements;
5. Recipients of WIOA funds must adhere to the provisions Nondiscrimination and Equal Opportunity Assurance (29 CFR Part 38);  
This assurance applies to the Grantee’s operation of the WIOA Title IB financially assisted program or activity, and to all agreements the Grantee makes to carry out the WIOA Title IB financially assisted program or activity. The Grantee understands that the Grantor has the right to seek judicial enforcement of this assurance.
  - a. WIOA Equal Opportunity and Nondiscrimination Regulations 29 CFR Part 38 and sections of the Workforce Innovation and Opportunity Act which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title IB financially assisted program or activity;
  - b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color, and national origin;
  - c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
  - d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
  - e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
6. Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions (29 CFR Parts 38 and 1604);
7. As the duly authorized representative the Grantee certifies that this agency has the legal authority and the institutional managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of WIOA programs;
8. As the duly authorized representative the Grantee certifies that this agency will give the Comptroller General of the United States and the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to WIOA programs; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives;
9. As the duly authorized representative the Grantee certifies that this agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain;
10. As the duly authorized representative the Grantee certifies that this agency will initiate and complete work relating to financial and management information system reporting requirements within acceptable time frames;
11. The Drug Abuse Office and Treatment Act of 1972 (PL 91-616) as amended;
12. Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 DD.3 AND 290 EE.3) as amended, relating to confidentiality of alcohol and drug abuse patient records;
13. Military Selective Service Act;
14. Nontraditional Employment for Women Act;
15. Department of Labor Federal Regulations at 29 CFR Parts 34 and 1604;
16. Will comply with Federal regulation 20 CFR 652, et al., regarding the retention of records.
17. Will comply as applicable, with the provisions of the Contract Work Hours and Safety Standards Act (40.327-333), regarding labor standards for federally assisted construction sub-agreements;
18. Will comply with the provisions of the Hatch Act (U.S.C. 1501-1508 and 7324-7328), which limit political activities of employees whose principal employment activities are funded in whole or in part with Federal funds;
19. Will comply with the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR Part 200, Audits of States, Local Governments, and Non-Profit Organizations;

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**Heart of Georgia Altamaha Workforce Development Board**

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20. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing WIOA programs. Will comply with any other special assurances or provisions as may be required under Federal law or policy, including specific appropriations legislation, the Workforce Innovation and Opportunity Act, or subsequent Executive or Congressional mandates;
21. Will establish, in accordance with section 184 of the Workforce Innovation and Opportunity Act, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds paid to the State through the allotments made under sections 127 and 132;
22. The contractor must adhere to the Priority of Services to Veterans and eligible spouses pursuant to (20 CFR Part 1010) the regulations of the Jobs for Veterans Act published at 73 Fed. Reg. On December 19, 2008. Veterans and eligible spouses will be provided priority in USDOL-funded workforce services in accordance with the Jobs for Veterans Act (P.L. 107-288), (38 USC 4215) and Jobs for Veterans Act Final Rule (20 CFR part 1010) published at 73 Fed. Reg. 78132 (December 19, 2008);
23. Assures that it will comply with the confidentiality requirements for Federal contracts;
24. Assures that no funds received under the Workforce Innovation and Opportunity Act will be used to assist, promote or deter union organizing;
25. Assures that it will comply with the grant procedures prescribed by the Secretary (pursuant to the authority at section 189(c) of the Act) which are necessary to enter into grant agreements for the allocation and payment of funds under the Act;
26. Advance Federal Agency Approval of Cost: It is agreed that it shall be the responsibility of the contractor to request in writing, from the WIOA Administrative Entity, approval of expenditures which require advance federal agency or their designee's approval in advance or incurrence of special or unusual costs. It shall be the responsibility of the WIOA Administrative Entity to acquire written approval from the federal agency or their designee's approval of these requests for advance approval received from the contractor and to notify the contractor in writing of the approval. Expenditures requiring advance federal agency or their designee's approval may not be made by the contractor prior to receipt of the WIOA Administrative Entity's written notification that federal agency or their designee's approval has been granted. The WIOA Administrative Entity's contract budget approval does not constitute previous federal agency/designee's and/or WIOA Administrative Entity approval of costs requiring advance federal agency/ designee approval.
27. Comply with the federal cost principles for determining allowable costs for this contract, contracts with nonprofit organizations; State or Local governments; and educational institutions are 2 CFR Part 200. Allowable costs for commercial organizations and those non-profits listed must be determined under the provisions of the Federal Acquisition Regulation at 48 CFR part 31;
28. 2 CFR Part 200 Audits of States, Local Governments, and Non-Profit Organizations. Commercial organizations expending more than \$750,000 in federal funds must have either an organization-wide audit conducted in accordance with regulations or a program-specific financial and compliance audit;
29. The Federal Acquisition Regulation at 48 CFR Part 31 for commercial organizations and non-profit organizations;
30. Fair Labor Standards Act of 1935, as amended;
31. 2 CFR Part 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments;
32. 2 CFR Part 200, Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations, and with Commercial Organizations, Foreign Governments, Organizations under the Jurisdiction of Foreign Governments, and International Organizations;
33. The Copeland "Anti-Kickback" Act (18 USC Sec. 874 and 40 USC Sec. 276c), as supplemented by DOL in 29 CFR Part 3, regarding all contracts and subcontracts in excess of \$2000 for construction or repair;
34. The Davis-Bacon Act (40 USC Sec. 276a to Sec. 276a-7), as supplemented by DOL in 29 CFR Part 5, concerning wages to laborers and mechanics in construction contracts and subcontracts in excess of \$2,000 when required by Federal legislation;
35. Clean Air Act (42 USC Sec. 7401 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;
36. Federal Water Pollution Control Act (33 USC Sec. 1251 et seq.): Contractor agrees to comply with all applicable standards, orders or regulations of this Act if contract exceeds \$100,000;
37. The Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871), as referenced at 29 CFR 97.36(i)(13), regarding mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan;
38. The Resource Conservation and Recovery Act (Pub. L. 94-580 codified at 42 USC Sec. 6962), as referenced at 29 CFR 95.16, regarding giving preference in procurement programs funded with federal funds to the purchase of recycled products pursuant to EPA guidelines;
39. The conflict of interest and code of conduct requirements governing Workforce Innovation and Opportunity Act transactions set forth at 29 CFR 95.42 or 29 CFR 97.36(b)(3), as appropriate, and at 20 CFR 667.200(a)(4);
40. The requirements related to nepotism found at 20 CFR Section 633.320;
41. The Federal Social Security Act, 42 USC Sec. 303 and 503, requiring states to disclose UI information to designated public officials for programs such as food stamps and child support recovery;

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42. The Vietnam Era Veteran's Readjustment Assistance Act of 1974 as amended September 7, 2007, and the Jobs for Veteran's Act enacted in 2002;
43. The Georgia Security and Immigration Compliance Act of 2006 (SB 529) and the Georgia Illegal Immigration Reform and Enforcement Act of 2011. (OCGA 13-10-91(b)(3);
44. (WIOA Training Programs) The contractor will ensure that worksites adhere to applicable federal/state wage, labor and worker's compensation laws. Wages shall be paid at rates not less than those prevailing on projects of a similar nature in the locality as determined by the Secretary of Labor in accordance with subchapter IV of Chapter 31 of the Title 40, United States Code and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App.) And Section 3145 of Title 40, United States Code (Recovery Act Sec. 1606);
45. The contractor must adhere to the prohibition of WIOA funds to be used for; religious or political activities including religious worship or instruction, gambling establishment, aquarium, zoo, golf course, or swimming pools;
46. The contractor must adhere to the Whistleblower Protection (Recovery Act Sec. 1553);
47. Local areas will comply with the security and privacy standards of Public Law 104-191 - the Health Insurance Portability and Accountability Act of 1996;
48. Paperwork Reduction Act of 1995 (44 U.S.C. 3507(d));
49. Migrant and seasonal farmworkers will be provided the same range and quality of services as non-migrants, and equity of service will be afforded to migrant and seasonal farmworkers in all labor exchange services provided in the area. [20 C.F.R., Part 653]; and
50. Contractors will comply with section 101 of Public Law 109-149 which limits the salary and bonus compensation for individuals who are paid by funds appropriated to the Employment and Training Administration and provided to recipients and sub-recipients.
51. Americans with Disability Act Compliance – Contractor agrees to make reasonable efforts to comply with the Americans with Disability Act.
52. HIPAA Business Associate Agreement – Defines the rights and responsibilities of a contractor in reference to the Health Insurance Portability and Accountability Act, which pertains to the security and privacy of patient health information.
53. Federal Funding Accountability & Transparency Act (FFATA) – Contractor agrees to comply with FFATA that outlines the conditions for reporting for federal grants \$25,000 or greater.

I have read and understand the above provisions, assurances and certifications. The agency/organization further understands it must adhere to all of the above provisions, assurances and certifications as applicable.

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Authorizing Signature

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Date

**ATTACHMENT IV**

**Certification Regarding Debarment, Suspension, Ineligibility  
and Voluntary Exclusion - Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR, Part 98.510, Recipient's responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**Before completing Certification, read the instructions below**

1. The prospective recipient of Federal assistance certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name (Full Legal Name)	Name and Title of Authorized Representative
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Signature \_\_\_\_\_ Date \_\_\_\_\_

***Instructions for Debarment and Suspension Certification***

1. By signing and submitting this proposal, the prospective recipient of Federal assistance is stating that it is neither debarred nor suspended.
2. This certification is a material representation of fact upon which reliance was placed when this certification was signed. If it is later determined that the prospective recipient of Federal assistance knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment from Federal funds participation.
3. The prospective recipient of Federal assistance shall provide immediate written notice to the organization to which this proposal is submitted if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower-tier-covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive order 12549. You may contact the organization to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier-covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective recipient of Federal assistance further agrees by submitting this proposal that it will include the two-paragraph Certifying Statement without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A recipient in a covered transaction may rely upon a certification of a prospective participant in a lower-tier-covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A recipient may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Procurement or Non-Procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier-covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**ATTACHMENT V**

**Lobbying Certification**

The undersigned certifies, to the best of his or her knowledge and belief, that

1. No Federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a member of Congress in connection with the awarding of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of employee of a Member of Congress in connection with this Federal Grant or Cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure form to Report Lobbying Activities, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, loans, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was imposed by Section 1352, Title 31, U.S. Code. Any organization that fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Legal Name of Organization: \_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_

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Signature of Authorized Representative

---

Date

**ATTACHMENT VI**

**Georgia Illegal Immigration Reform and Enforcement Act of 2011**  
**Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for Heart of Georgia Altamaha Workforce Development Area and the Heart of Georgia Altamaha Regional Commission on behalf of the Technical College System of Georgia Office of Workforce Development has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to Heart of Georgia Altamaha Regional Commission. Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to Heart of Georgia Altamaha Regional Commission. Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization (6 Digit User Identification Number/E-Verify #)

Date of Authorization

(Type or Print) Agency/Business Name of Sub-Contractor

Workforce Innovation and Opportunity Act

Name of Project

Technical College System of Georgia Office of Workforce Development

Name of Public Employer

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I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in \_\_\_\_\_ (city), Georgia.

Signature of Authorized Officer or Agent of Sub-Contractor (Agency/Business)

Printed Name and Title of Authorized Officer or Agent

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SUBSCRIBED AND SWORN BEFORE ME:

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

NOTARY PUBLIC SIGNATURE

**ATTACHMENT VII**

**Confidentiality Agreement**

Agency Name: \_\_\_\_\_, understands that our work for the Heart of Georgia Altamaha Workforce Development Area will involve handling sensitive personal information about Workforce Innovation and Opportunity Act ("WIOA") customers, including but not limited to customer's Social Security numbers. As part of our work, we will enter and retrieve personal information about customers using the WorkSource Georgia Portal electronic database system.

We understand that the Heart of Georgia Altamaha Workforce Development Area, as a condition of providing WIOA services, has agreed to terms and conditions designed to safeguard the information obtained from WIOA customers, and to maintain confidentiality as required by law. I understand that various federal and state laws prohibit the unauthorized use or disclosure of personal information obtained from WIOA customers.

**I agree to follow and be bound by those terms and conditions regarding confidentiality of personal information.** I understand that I may be subject to civil and criminal liability under state and/or federal law if I violate those terms and conditions.

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Authorized Agency Signature

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Date

**ATTACHMENT VIII**

**LETTER OF INTENT TO BID**

\*\*\*\*\***Due Date: March 20, 2026**\*\*\*\*\*

**Request for Proposal – 2026 – Evans County  
WorkSource Heart of Georgia One-Stop Center Operation**

**Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**I intend to submit a proposal to offer WorkSource Heart of Georgia One-Stop center operation services located in Evans County beginning July 1, 2026.**

**Representative Name:** \_\_\_\_\_

**Representative Title:** \_\_\_\_\_

**Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_