

WORKFORCE DEVELOPMENT BOARD OF NORTH MISSOURI

REQUEST FOR PROPOSALS

WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

ADULT AND DISLOCATED WORKER SERVICES

FOR THE PERIOD OF JULY 1, 2026 – JUNE 30, 2027

Workforce Development

Board of North Missouri / NCMC

912 Main Street

Trenton MO 64683

(660) 359-3622

Relay 711

*The Workforce Development Board of North Missouri is an Equal Opportunity
Employer/Program.*

Auxiliary aids and services are available upon request to persons with disabilities.

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Request for Proposals Timeline

WIOA Adult/Dislocated Worker Program Services

Event	Date
RFPs Released	January 6, 2026
RFP Q & A on WDB Website (wdbnorthmo.org)	January 12, 2026 through January 23, 2026 at 4:00 PM
Proposals Due	February 13, 2026 at 9:00 AM
Public Opening of Proposal(s) Received	February 13, 2026 at 9:30 AM
Bid(s) Awarded	March 3, 2026 at WDB Meeting
Award/Non-award Notifications Sent to Proposers	March 5, 2026
New Contracts Established/Service Delivery Begins	July 1, 2026

* All times noted above are CST

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Introduction & Purpose

Purpose of the Request for Proposals

The Workforce Development Board of North Missouri is soliciting proposals from qualified sources with the expertise and capacity to provide Workforce Innovation and Opportunity Act (WIOA) Adult and Dislocated Worker program services in the North Missouri Local Workforce Development Area.

The Board intends to award contracts beginning July 1, 2026, through June 30, 2027, with the option to renew annually for up to two (2) additional years based on performance, funding availability, and Board Approval.

Background

Overview of the WDB of North Missouri

The Workforce Development Board of North Missouri oversees workforce development planning and services in the 34-county North Missouri Local Workforce Development Area. The mission of the Board is to enhance the regional workforce development system by connecting jobseekers with quality jobs and businesses with a qualified workforce. The Board works to achieve this mission through community partnerships, collaboration with businesses, and accessible service delivery throughout the region, while ensuring oversight and accountability for federal and local resources.

Funding Source

WIOA Title I Adult and Dislocated Worker programs provide employment and training services to eligible individuals, helping them achieve economic self-sufficiency and meet local employer needs.

Regional Service Structure

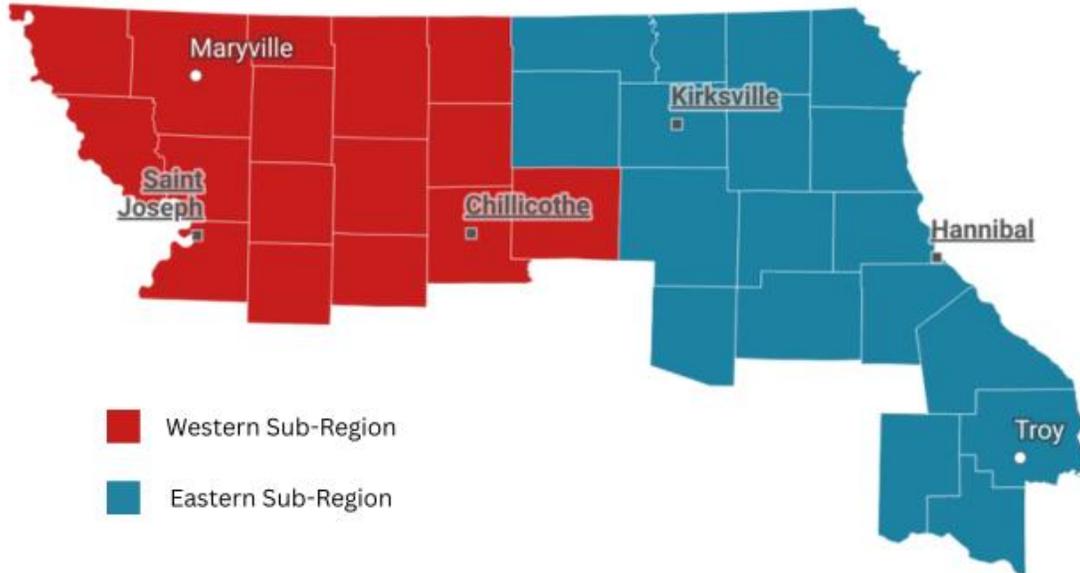
Services are delivered through Comprehensive and Affiliate Missouri Job Centers in coordination with partners under the Workforce Innovation and Opportunity Act (WIOA). For the purpose of contracting, the Board has split the region into two (2) separate sub-regions.

Eastern Sub-region Counties

Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Putnam, Ralls, Randolph, Schuyler, Scotland, Shelby, Sullivan, and Warren.

Western Sub-region Counties

Andrew, Atchison, Buchanan, Caldwell, Clinton, Daviess, DeKalb, Gentry, Grundy, Harrison, Holt, Linn, Livingston, Mercer, Nodaway, and Worth



Western Sub-Region

- Comprehensive Job Centers
 - Chillicothe
 - St. Joseph
- Affiliate Job Center
 - Maryville

Eastern Sub-Region

- Comprehensive Job Centers
 - Hannibal
 - Kirksville
- Affiliate Job Center
 - Troy

Scope of Work

Sub-recipient(s) will be responsible for the full delivery of WIOA Adult and Dislocated Worker services in the service area proposed. Services must align with WIOA requirements, Department of Labor guidance, Missouri Office of Workforce Development policies/issuances, and Board policies/guidance.

Required Program Elements and Services

The required services include:

- Outreach and recruitment of eligible individuals
- Eligibility determination and enrollment (In Compliance with WIOA regulations)
- Career services including basic, individualized, and training services

- Development and management of Individual Employment Plans (EPs)
- Job search assistance, career counseling, and case management
- Supportive services consistent with local policy
- Coordination with employers for job placement and On-the-Job Training (OJT)
- Collaboration with Job Center partners to ensure seamless customer service
- Accurate and timely data entry in the statewide case management system (MoJobs)
- Performance tracking and reporting of WIOA indicators

Sub-recipient(s) are expected to maintain compliance with all applicable federal, state, and local policies and to ensure service accessibility to all eligible individuals. Sub-recipient(s) are also expected to meet the region’s negotiated rates of performance. The current rates of performance can be found in the chart below:

Performance Measure	WIOA Adult	WIOA Dislocated Worker
Employment 2 nd Quarter After Exit	76%	80%
Employment 4 th Quarter After Exit	77%	78%
Credential Attainment Rate	75%	78%
Median Earnings 2 nd Quarter After Exit	\$7,500 (Quarterly)	\$9,000 (Quarterly)
Measurable Skills Gain	58%	65%

Job Center and Service Delivery Expectations

The Workforce Development Board of North Missouri places high importance on ensuring consistent, high-quality access to WIOA services across all 34 counties within the North Missouri Local Workforce Area.

Job Center Staffing Requirement

The sub-recipient(s) must maintain at least one staff member physically present in each of the Comprehensive Job Centers in the proposed service area during all hours of operation, unless an exception is approved in writing by the WDB Executive Director. Staffing should ensure that customers have access to WIOA Adult and Dislocated Worker services at all times when the center is open to the public. The designated staff person(s) is not required to be funded exclusively through WIOA Adult and Dislocated Worker funds, provided they are appropriately trained and available to deliver Adult and Dislocated Worker program services during all hours of operation.

Affiliate Job Centers and Access Points

The establishment and operation of affiliate Job Centers or access points is at the discretion of the sub-recipient(s) but must receive prior approval from the WDB Executive Director. The sub-recipient(s) is expected to describe all affiliate locations in its proposal, including the proposed hours, staffing plan, and services to be made available at each site.

Service Coverage across the Region

The sub-recipient(s) must ensure that services are available and accessible to all counties within the proposed region, including those that do not have a physical Job Center location. The proposal narrative must clearly describe how the sub-recipient(s) will make services available to customers in areas without a local Job Center.

Service Area Options

As stated previously in this request for proposals, the North Missouri region is divided into two (2) service areas for procurement purposes. Bidders of this RFP must propose to serve one of the following options:

- The 16 Eastern Counties,
- The 18 Western Counties, or
- All 34 Counties in the North Missouri Region

Contract Type and Funding

Contracts will be cost reimbursement based on actual, allowable costs incurred. Funding is contingent on federal allocations and continued authorization of the Workforce Innovation and Opportunity Act. Sub-recipient(s) must comply with all cost principles and uniform guidance outlined in 2 CFR Part 200.

Estimated funding is as follows:

Funds Available	Sub-Region Split	
	NW (45%)	NE (55%)
\$ 736,852.00	\$ 331,583	\$ 405,269

Funding amounts provided are estimates. The actual funding amount may vary based on federal allocations and other factors.

Proposal Requirements

Proposals must include all sections listed below and follow the order presented. Incomplete proposals may be deemed non-responsive.

Attachments

- Attachment A – Proposal Submission Sheet (*Form Provided - To be attached to the front cover of the binder*)
- Attachment B – Legal Status and Organizational Structure (*Form Provided*)
- Attachment C – Worksheet for Staff Wages (*Form Provided*)
- Attachment D – Detailed Line-Item Budget (*Form Provided*)
- Attachment E – Organizational Chart
- Attachment F – Certification/Signature Page (*Form Provided*)

Narrative

Each item listed below should be responded to in a narrative format. Each section of the narrative should be clearly identified using the headers below to allow the reviewer to easily identify the section of narrative being responded to. Narratives should be typed in no less than 12-point font, and total no more than 25 pages. Responders should also provide a table of contents for the narrative. The table of contents page will not count towards the 25-page limit.

A. Organization Qualifications

- Experience providing workforce or similar services
- Description of Internal controls and fiscal management systems
- Relevant past performance and outcomes

B. Staffing Plan

- Key personnel and qualifications
- Staff training and professional development plans
- Plan for ensuring Comprehensive Job Centers will be staffed to meet expectations

C. Program Design and Service Delivery

- Overview of service delivery model
- Process for outreach, intake, and assessment
- Coordination with employers and partners
- Participant engagement and retention strategies
- Description of Affiliate Job Centers being proposed, including staffing levels, and primary services offered

- Plan for service delivery in counties without a physical Job Center, including coordination with partners and outreach strategies

D. Performance Management

- Plan for achieving WIOA performance indicators
- Quality assurance and continuous improvement processes
- Use of data for decision making

E. Budget and Cost Allocation

- Cost allocation methodology between funding streams (Adult vs. DW)
- Description of and leveraged or matching resources

Submission Instructions

Deadline

Proposals must be received by February 13th at 9:00 AM CST. Late proposals will not be accepted.

Submission Method

Submit one (1) original signed hard copy and one (1) flash drive containing a digital version of the complete proposal all contained in a 3-ring binder to:

Workforce Development Board of North Missouri

Attn: Brent Stevens
912 Main Street
Trenton, MO 64683

Proposals may be mailed or hand delivered. Email or other electronic submissions will not be accepted.

Questions

The Board will host a virtual question and answer forum on the board website. The question and answer forum will be open from January 12th to January 23rd at 4:00 PM CST. During this time prospective bidders may submit their questions. Board staff will respond to questions within one (1) business day. No questions/inquiries will be accepted before or after that time. Only questions submitted through the website will be answered. Questions and answers will be viewable for all prospective bidders on the website until the RFP is closed.

Evaluation and Selection Process

An RFP Evaluation Committee appointed by the Workforce Development Board of North Missouri will review and score proposals using the criteria below.

Evaluation Criteria	Points
Organizational capacity and experience	20
Program design and innovation	30
Past performance and outcomes	20
Budget and cost reasonableness	20
Collaboration and leveraged resources	10
Total Possible Points	100

The committee's recommendations will be reviewed by the WDB for final selection and approval.

Awarding and Contracting

Selected sub-recipient(s) will enter into an agreement with the Workforce Development Board of North Missouri. The WDB reserves the right to negotiate final terms, funding amounts, and performance measures prior to contract execution.

Award of a contract does not guarantee funding beyond the initial contract period. All renewals are subject to satisfactory performance, continued funding, and Board approval.

General Terms and Conditions

- The WDB reserves the right to reject any or all proposals.
- All costs incurred in preparation of a proposal are the responsibility of the bidder.
- Selected sub-recipient(s) must comply with all applicable federal, state, and local laws, including WIOA, 2 CFR 200, Missouri Office of Workforce Development Policies/Issuances, and WDB of North Missouri Policies.
- Sub-recipient(s) are subject to monitoring, audits, and evaluation by the WDB, the State of Missouri, and/or the U.S. Department of Labor.
- Sub-recipient(s) must ensure equal opportunity, nondiscrimination, and accessibility in all programs and services.
- Appeals/complaints regarding this RFP will be handled in accordance with the Board's Complaint and Grievance Policy for Local Program complaints. All appeals and complaints must be received within 10 days of distribution of the award/non-award notifications.