

# **WORKFORCE DEVELOPMENT BOARD OF NORTH MISSOURI**

## **REQUEST FOR PROPOSALS**

### **WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

### **YOUTH 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 Youth Program Services

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

\* All times noted above are CST

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## Introduction & Purpose

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) Youth 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

Funding for this contract is from the WIOA Youth program. The WIOA Youth program focuses on serving out-of-school youth (OSY), or sometimes referred to as opportunity youth, who are between the ages of 16 to 24. WIOA requires at least 75% of funds be spent on out-of-school youth unless a waiver is granted\*. The remaining funds can be spent on in-school youth who are between the ages of 14 to 21. The Youth program provides access to the fourteen (14) required program elements designed to help youth overcome barriers, gain education and work experience, and transition to stable employment.

Services are delivered in coordination with Missouri Job Centers, schools, training providers, and community-based organizations.

\*Due to the availability of the waiver, bidders are allowed to propose in their budget a 50/50 funding split between the OSY and ISY programs. The narrative with the budget should justify why the bidder would request the waiver, by documenting the need and explaining how it would benefit the area they are proposing to serve.

## Regional Service Structure

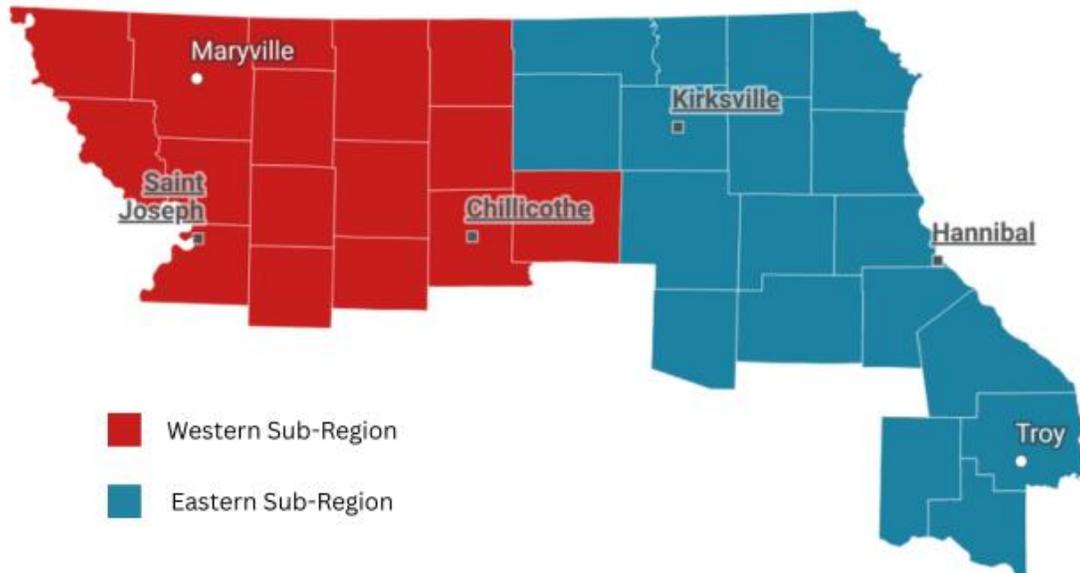
Services are delivered through Comprehensive and Affiliate Missouri Job Centers in coordination with partners under the Workforce Innovation and Opportunity Act (WIOA). For the purpose of contracting, the Board has split the region into two (2) separate sub-regions.

### 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 Centers
  - Maryville

### Eastern Sub-Region

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

## Scope of Work

Sub-recipient(s) will be responsible for the full delivery of WIOA Youth 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

- Outreach and recruitment of eligible youth
- Eligibility determination and enrollment (in compliance with WIOA regulations)
- Objective assessment (OA) and development of Individual Service Strategies (ISS)
- Career exploration, case management, and guidance counseling
- Access to all 14 required WIOA youth elements, either directly or through partnerships:
  1. Tutoring and study skills training
  2. Alternative secondary school offerings
  3. Paid and unpaid work experiences
  4. Occupational skills training
  5. Education offered concurrently with workforce preparation
  6. Leadership development opportunities
  7. Supportive services
  8. Adult mentoring
  9. Follow-up services (minimum 12 months)
  10. Comprehensive guidance and counseling
  11. Financial literacy education
  12. Entrepreneurial skills training
  13. Services that prepare for postsecondary education and training
  14. Labor market and employment information

## Additional Expectations

- 75% of funds must support out-of-school youth (unless the need for a waiver is explained in narrative)
- 20% of funds must support work experience activities
- Coordination with Job Center partners and employers for work-based learning opportunities
- Data management and performance reporting in the statewide case management system (MoJobs)

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:

<b>Performance Measure</b>	<b>WIOA Youth</b>
Employment or Education 2 <sup>nd</sup> Quarter After Exit	80%
Employment or Education 4 <sup>th</sup> Quarter After Exit	77%
Credential Attainment Rate	67%
Median Earnings 2 <sup>nd</sup> Quarter After Exit	\$4,400 (Quarterly)
Measurable Skills Gain	55%

## 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 Youth 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 Youth funds, provided they are appropriately trained and available to deliver Youth 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 but must receive prior approval from the WDB Executive Director. The sub-recipient 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 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 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	Sub-Region Split	
	Available	NW (45%)	NE (55%)
In-School (25%)	\$ 145,081.00	65,286	\$ 79,795
Out-of-School (75%)	\$ 435,243.00	195,859	\$ 239,384
Total	\$ 580,324.00	\$ 261,146	\$ 319,178

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

## **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. Organizational Qualifications**

- Experience providing youth workforce, education, or social service programs
- Description of internal controls and fiscal management systems
- Relevant past performance and outcomes

### **B. Staffing Plan**

- Key personnel and qualifications
- Approach to staff development and youth engagement
- Plan for ensuring Comprehensive Job Centers will be staffed to meet expectations

### **C. Program Design and Service Delivery**

- Description of youth program model and flow of services
- Outreach strategy for out-of-school youth
- Methods for engaging employers and educational partners
- Delivery of each of the 14 required program elements (Narrative in a table format)
- Strategy for follow-up services and retention
- 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 in-school and out-of-school youth (Narrative)
- Description of leveraged resources, in-kind support, or partnerships (Narrative)

# Submission Instructions

## Deadline

Proposals must be received by February 13<sup>th</sup> 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 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 12<sup>th</sup> to January 23<sup>rd</sup> 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.

<b>Evaluation Criteria</b>	<b>Points</b>
Program Design and Approach	30
Organizational Capacity and Experience	20
Past Performance and Outcomes	15
Coordination and Partnerships	15
Budget and Cost Effectiveness	10
Compliance and Reporting	10
<b>Total Possible Points</b>	<b>100</b>

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.