



# Workforce Development Board #1

WDB #1

Crystal Keaton, Director

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[www.omjwda1.org](http://www.omjwda1.org)

## GRIT Project RFQ

### GRIT High School Career Navigation Program 2024

Released: August 5, 2024

Proposal Due: August 12, 2024

Under the auspices of the Workforce Innovation and Opportunity Act (WIOA), the Workforce Development Board #1 covering Adams, Brown, Pike and Scioto Counties (hereafter referred to as “WDB #1”) works in partnership with the Chief Elected Officials of Adams, Brown, Pike and Scioto Counties (hereafter referred to as “CEO”) to set the workforce policies for Local Workforce Area 1. Per the Area’s Intergovernmental Agreement, the CAO of Scioto County, Inc. is designated as the fiscal agent.

The WDB #1 is issuing this Request for Quotes (RFQ) to solicit proposals from workforce development service providers interested in serving as a Career Navigation provider for the GRIT (Growing Rural Independence Together) High School Career Navigation Program. This program will be operated within a window of time between August 19, 2024 to June 30, 2025; with the understanding that program is to service local high schools within the GRIT Project’s footprint for the 2024/2025 school year.

**Respondents must propose to provide services for counties designated by the Ohio Dept of Development to be served by GRIT (Ohio’s 32 Appalachian Counties)**

Workforce Development Board Area 1’s GRIT Project invites proposals for the 2024/2025 GRIT High School Career Navigation Program 2024. The purpose of the program is to empower high school students through assessing their own interest in careers and industries, focusing in on career readiness and employability skills (AKA Soft Skills), overcoming social barriers to training and employment, developing goals and plans for their training and career path, engaging in workforce credential certifications, internship/job placement opportunities, and robust job retention tracking. Our objective is to equip students with the skill set and confidence to work towards and enter an in-demand occupation career path, preparing them for further postsecondary education and training or direct entrance into the workforce.

**The GRIT High School Career Navigation Program 2024 has a total budget of \$430,000 for Summer 2024.**

The GRIT Project will allocate funding for high school career navigation through a braided funding stream, in collaboration where available with our OhioMeansJobs and Comprehensive Case Management and Employment Program (CCMEP) Youth Program partners.



A proud partner of American Job Center network

Locations: Adams County

Brown County

Pike County

Scioto County

19221 St. Rt. 136  
Winchester, OH 45697

406 W. Plum Street  
Georgetown, OH 45121

941 Market Street  
Piketon, OH 45661

433 Third Street  
Portsmouth, OH 45662

937-695-0316  
800-233-7891

937-795-0316  
800-553-7393 Ext 261

740-289-2371

740-354-7544

**Proposals must provide a comprehensive summary of how your organization plans to implement the program, addressing the following key areas:**

- **Program Overview:**
  - Describe the program's structure and its alignment with the overarching mission of your organization.
- **Program Selection:**
  - Explain how your Career Navigation program will align with the GRIT career data regarding youth interest and abilities; and how it ties to in-demand workforce opportunities across Ohio's Appalachian region. See "Exhibit A"-Youth GRIT Data.
- **Enrollment:**
  - Explain how your organization plans to support the school recruitment and student enrollment efforts. Include which staff/staff roles that will serve as points of contact.
  - Specify the team or department within your organization responsible for overseeing school recruitment efforts.
  - How will your organization support the retention and completion of the program by participants? What wrap-around support services will be provided to support this outcome
  - In support of using a braided funding stream with the primary being GRIT grant funds, and where available funding through the OhioMeansJobs Centers and Comprehensive Case Management and Employment Program (CCMEP) and other appropriate and available workforce development funds, how will your organization collaborate with local OhioMeansJobs Centers?
- **Service Delivery:**
  - Provide insights into the delivery methods and instructional approaches that will be employed during the program.
- **Credential Completion:**
  - Share your strategies for ensuring that students successfully plan and enroll in secondary CTC, post-secondary CCP options as well as other post-secondary credentialing options during and upon completion of the Career Navigation Program.
  - Share your experiences and success rate in similar credential completion.
- **Internships/Job Placements:**
  - Present the range of internships and job placement services and partnerships your organization can offer to participants.
  - Describe your process for collaborating with local OhioMeansJobs Centers to ensure that students are connected with local workforce development services and employment opportunities.
- **Follow-up:**
  - Outline your process for post-program follow-up, including methods for tracking job retention and assessing the overall impact of the initiative.
- **Areas of Support:**
  - Specify any areas where your organization may require additional support or collaboration to ensure the success of these programs.

**Cost Proposal:**

**Respondents must include responses to the following items.**

- Submit a line item budget and narrative budget to provide a Cost Proposal for the services proposed in the Narrative Proposal.
- Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis.

**Attachment 1:**

- Cover Sheet must be completed, signed and submitted with Proposal.

**Attachment 2:**

- The Respondent shall agree to the items listed in in **Attachment 2** of this RFP - Assurances and Certifications. This Assurances and Certifications document shall be signed and dated.

**Workforce Development Board Area 1 and The GRIT Project will measure impact and success of the Career Navigation program by:**

- Percentage of students completing The GRIT Assessment/Coaching within the school year.
- Concrete next steps determined by the student to either begin or continue post-secondary training and/or attend CCP or CTC training while in high school, enter an internship/work experience or enter full time employment.
- Students follow through with the next steps as measured at the 90 and 180-day mark post-program completion. Student outcome tracking to be performed by the Career Navigator Provider.

**Acceptance and Rejection of Proposals**

WDB #1 reserves the right to

- A. Reject any proposal, or any part thereof; and
- B. Waive any informality in the proposals.

The decision by the full WDB #1 shall be final. Waiver of an immaterial defect in the proposal shall in no way modify the RFQ documents or excuse the Respondent from full compliance with its specifications if Respondent is awarded the contract.

## **Proposal Evaluation**

The review process shall be conducted in four steps. Although it is hoped and expected that a Respondent will be selected as a result of this process, WDB #1 reserves the right to discontinue the procurement process at any time.

### **Step 1: Preliminary Review**

### **Step 2: Evaluation Committee Review**

### **Step 3: Request for Additional Information (if deemed necessary)**

### **Step 4: Recommendation to the Board**

## **Proposal Selection**

Proposal selection does not guarantee that a contract for services will be awarded. The selection process includes:

- A. All proposals will be evaluated in accordance to the Proposal Evaluation steps.
- B. Based upon the results of the evaluation and the Review Committee's recommendation(s), WDB #1 will select the Provider for the services that it determines to be the most advantageous, with price and other factors being considered.
- C. The WDB #1 and Fiscal Agent (CAO of Scioto County, Inc.) will work with the selected Provider(s) to finalize details of the contract to be executed.
- D. If the WDB #1, Fiscal Agent, and selected Provider are able to successfully agree with the contract terms.
- E. If the WDB #1, Fiscal Agent and selected Provider are unable to come to terms regarding the contract in a timely manner as determined by WDB #1 then WDB #1 will terminate the contract discussions with the Provider. In such event, the WDB #1 reserves the right to (1) select another Provider from the RFQ process, (2) cancel the RFQ altogether, or (3) reissue the RFQ as deemed necessary.

## **Additional Information:**

- Respondent must disclose any existing or pending or threatened court actions and/or claims against the Respondent, parent company, or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding the information may be cause to reject the proposal and/or contract.
- By submitting a proposal, the Respondent certifies the proposal and pricing will remain in effect for 180 calendar days after the proposal submission date. Additionally, the Respondent will be held accountable to know the specifications and conditions under which the resulting contract will be accomplished, including, but not limited to the contents of all proposal documents, regulations and applicable laws.

- Materials received constitute public information as a matter of statutory law and will be made available for public inspection and copying upon request by members of the public pursuant to Ohio Revised Code (ORC) 149.43. Any portion of the proposal to be held confidential should be marked "PROPRIETARY" in the upper right corner and will not be considered public record if it clearly falls within an exemption enumerated in ORC 149.43. Cost proposal pages of the document shall be considered public information.
- No costs will be paid to the Respondent to cover the cost of preparing a proposal or procuring a contract for services or supplies pursuant to this RFP. All materials submitted in response to the RFP will become the property of the WDB #1 and may be returned only at the WDB #1's option and at the Respondent's expense.
- If, in the opinion of the WDB #1, information included within Respondent's proposal was intended to mislead the WDB #1 in its evaluation of the proposal, the proposal will be rejected.

**Submission Information:**

Please submit detailed responses to the above areas as well as complete Attachment 1 and Attachment 2 through email at **wda1rfp@gmail.com** by **August 12, 2024 at Noon**. Late submissions will not be reviewed. Submissions longer than 10 pages (excluding Attachment 1 & 2 from the page count) will not be reviewed.

Workforce Development Board Area 1 anticipates selecting multiple proposals that best align with The GRIT Project's mission and vision. We look forward to reviewing innovative and impactful proposals that will contribute to the success of the GRIT High School Career Navigation Program 2024. Selections will be made on August 14, 2024 and all proposals will be notified in writing of the selections.

**Point of Contact:** Crystal Keaton, Workforce Development Board Area 1 Director  
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