



## Workforce Development Area 1

WIOA Board Meeting  
Wednesday, January 22, 2025  
Workforce Board Office  
Agenda

### **Welcome**

### **Minutes**

*Motion Required*

### **Monthly Reports**

Crystal Keaton

### **Audit Update**

### **Election of Board Chair and Vice Chair**

### **Request to participate in WIOA Redistribution**

*Motion Required*

### **Request for Proposal One Stop Operator**

*Motion Required*

### **GRIT MOU Highland County- Budget Modification**

*Motion Required*

### **GRIT MOU- Bright Local School**

*Motion Required*

### **Future Plans Contract Extension**

*Motion Required*

### **West Union Remote Work Center Lease Amendment**

*Motion Required*

### **New Business**

### **Workforce Development Board Meeting Dates 2025**

Wednesday, March 26, 2025  
Wednesday, May 28, 2025  
Wednesday, July 23, 2025  
Wednesday, September 24, 2025  
Wednesday, November 19, 2025

**WIOA Board Meeting**  
**December 4, 2024**  
Ritchie's Backyard BBQ  
Minutes

In attendance:

Board Members: Holly Johnson, C.B. Herrmann, Paula Baumgardner, Kyle Copley, Jeff Hamilton, Matt Louanglath, Wes Davis, Chuck Taylor, Maura Merenda, Todd Cron, Josh Renison

Staff: Crystal Keaton, Michelle Cutlip, Sarah Carver, Dwayne Alexander

Guest: Debora Plymail, Susan Huff, Jeanette Langford, Sue Herrmann, Carolyn Fyffe, Leslie Mingee, Bonnie Ward

C.B. Herrmann, began the meeting by thanking everyone for attending.

C.B. then asked for any changes that needed to be made in the minutes from the September 25, 2024 Board Meeting. No changes were made, Holly Johnson made a motion to approve the minutes. Paula Baumgardner seconded the motion. Motion was approved.

Crystal Keaton went over the monthly traffic report for the OhioMeansJobs centers. Total numbers for each county, Adams has had a total of 662 visits with 67 new clients. Brown County has had 568 visits with 39 new clients. Pike County has had 816 total visits with 113 new clients and Scioto County has had 1131 total visits and 230 of those visits are new clients. That gives all four counties a total of 3137 visits. These numbers are from July 1, 2024 thru October 31, 2024.

Crystal discussed the GRIT Project from July 1, 2023 thru September 30, 2024. We have assessed 7271 In school youth, 2596 Adults and 207 Professional development staff.

Crystal discussed the RESEA program report from January 1, 2024 thru November 24, 2024. There have been 258 individuals that has been referred to Sarah and she has selected them all. Of the 258, 279 have completed their initial appt. and 274 have completed their final appt. Some of these can be roll over completions. The average of Initial Completions is 109% and Subsequent completed is 99%. Area 1 has a Pilot with Hamilton County, where Area 1 will help with approx. 4 clients a week to help get individuals back to work faster.

The Car repair Pilot began in April 2024 to help individuals get the repairs they need to keep their job, obtain a job or continue their schooling, 240 participants have been services from April 2024 thru September 2024. Number of repaired cars- 211; Number of employed participants- 194; Number of participants in training- 29; Number of participants job seeking- 17. They can receive up to \$2,500 in car repairs or insurance.

Crystal Keaton, Director discussed The Business Resource Network (BRN) from July 1, 2024 to June 30, 2025 has completed 845 follow up visits with businesses, 460 reporting growth, and 10 reporting to be "at risk". There are also 711 Job postings & Resume screenings and 563 Adult/Youth in Work Experience. The BRN program is currently being funded with WIOA money, BRN funds have ended.

WDA#1 has taken on a UI Pilot program. All four Counties have WDA Staff working as UI customer service reps, talking in person and over the phone UI claims. The staff's 1<sup>st</sup> day out of training was October 7, 2024. From October 7, 2024 thru October 31, 2024, Area 1 staff have served 314 On-line customers; 120 customers have been in person. For a total of 434 and an average of 23 customers daily.

The Audit is still ongoing, Crystal reminded Board Members that if they haven't filled out the FRAQ survey they have to fill it out for the audit to be finalized. FRAQ Survey was included in today's packet for members' convenience.

The next item on the agenda is the Summer Training Program RFQ Evaluations. There were seven providers who bid on the Summer program, six were awarded the funding for the program. Ashtabula Co TCC their budget was \$188,910 for 130 students. Belmont College's budget was \$95,000 for 50 students. Shawnee State University \$396,250 for 75 Students (this included room, board & food). Washington Co CTC's budget

includes \$55,340 for 20 students. Hocking College \$192,135 for 20 students (includes Room, board and food). Rio Grande \$82,450 for 15 students. Holly Johnson made a motion to approve these providers. Todd Cron seconded the motion. Motion was approved. Jeff Hamilton and Matt Louanglath abstain from the vote.

Crystal spoke to the Board about an RFP for a WIOA State Special Project. This is for evaluation and assessments to develop required WIOA Regional Plan. Kyle Copley made a motion to approve the RFP. Matt Louanglath seconded the motion. Motion was approved.

ARISE Tri-State Apprenticeship Consortiums bringing together 9 local Workforce Development Boards to strengthen the workforce capabilities in the Appalachians. ARC funding is \$500,000 and Washington Greene County job Training Agency and its partners bring \$425,250 in matching funds to this project, which will result in one strategic plan at the end of the one-year performance period.

This Board meeting was also to recognize the retirement of Board Chair, C.B. Herrmann. C.B. has been a part of the Workforce Board for Area 1 for many years. The Workforce Board wants to thank C.B. for his dedication to Workforce and his many years of knowledge. Board presented C.B. with a plaque recognizing his service. Bonnie Ward, Lieutenant Governor's Office, presented C.B. with a declaration from the Lieutenant Governor for his years on the Workforce Board.

Board Chair

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Michelle Cutlip

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**Workforce Development Board Area 1  
Business Resource Network  
Report Period - July 1, 2024 - June 30, 2025**

	JULY	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Number of total surveys conducted July 1, 2024 - June 30, 2025		16										
Number of Businesses (At Risk) July 1, 2024 - Dec 31, 2024		0										
Number of Businesses (Growing) July 1, 2024 - Dec 31, 2024		16										
Number of Businesses (Stabilized) July 1, 2024 -Dec 31, 2024												
Number of Follow Up all Businesses	93	92	133	152	120	90						
Number of Follow -up Businesses Reporting Growth	93	90	129	148	117	86						
Number of Follow-up Businesses Reporting At Risk	0	2	4	4	3	4						
Number of Grants												
Number of Utility Rebates												
Number of On The Job Training Contracts	0	0	0	0	0	0						
Number of Job Posting & Resume Screenings	244	148	177	142	100	85						
Number of Workshops	0	0	0	0	0	0						
Number of On-Site Assessments												
Number of Active Trainings												
Number of Adult/Youth Work Experiences	90	93	80	80	80	88						
Number of Non-BRN Businesses Services	8	6	18	28	24	22						

**OhioMeansJobs Center Customer Traffic  
July 1, 2024 thru December 31, 2024**

	<b>Adams</b>	<b>Brown</b>	<b>Pike</b>	<b>Scioto</b>	<b>Totals</b>
<b>Total Visits</b>	941	821	1156	1498	4416
<b>Total Clients</b>	501	414	656	892	2463
<b>New Clients</b>	89	54	129	295	567
<b>Returning Clients</b>	412	360	527	597	1896
<b>Veteran Clients</b>	9	14	5	11	39

				<b>Totals</b>
<b>Attend Job Fair</b>	37		31	68
<b>Attend Job Search Workshop</b>		9		213
<b>Info on Supportive Services</b>	171	66	64	446
<b>Info on Unemployment</b>	103	1622	136	5
<b>Partner Services</b>	447	357	185	143
<b>Resource Room Services</b>	683	676	439	350

JULY 1, 2024 thru December 31, 2024

Funding Name	Adams			Brown			Pike			Scioto		
	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total	Enrolled	Closed	Total
W/OA Adult	25	28	53	44	37	81	64	10	74	359	52	411
W/OA Dislocated Worker	0	0	0	0	0	0	8	0	0	5	0	5
CCMEP Youth	6	3	9	7	2	9	21	1	22	187	19	206
CCMEP TANF	78	22	100	106	15	121	81	3	84	162	16	178
Fresh Start	2	1	3	7	4	11	133	52	185	50	6	56
Car Repair Program	8	19	27	17	23	40	121	0	121	152	11	163
Adults served out of Dislocated Worker funds	0	0	0	44	37	81	6	0	6	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
	0	0	0	0	0	0	0	0	0	0	0	0
<b>Participants Placed in Employment</b>		39		47			77				45	
<b>Total Unduplicated Participants</b>		124		152			396				632	

**Car Repair Program (4/1/24 to 12/31/24)**

<b>Category</b>	<b>Count</b>	<b>Category</b>	<b>Count</b>
Total Participants	539	Employed Individuals	307
Repairs Completed	490	Participant in Training	35
		Job Seekers	36
		In Follow-up	161

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**Area 1 RESEA (01/01/24 to 12/31/24)**

<b>Category</b>	<b>Count</b>	<b>Percentage of Goal Completion</b>
Selection Goal	219	
Initial Sessions Completed	309	141%
Subsequent Sessions Completed	293	134%

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**GRIT Project (07/01/23 - 11/30/24)**

<b>Category</b>	<b>Count</b>
In-School Youth (High Schoolers)	8604
Adult Population	2922
Professional Development	207

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**Area 1 UI Pilot Report (10/01/24-11/30/24)**

<b>Month</b>	<b># of Online UI Customers Served</b>	<b># In-Person UI Customers Served</b>	<b>Total UI Customers Served</b>	<b>Daily Average</b>
Oct 24	314	120	434	23
Nov 24	318	158	476	26

Sub-Area: S0199 - FA Sub-Area - CAO of Scioto County, Inc.  
 Quarter Ending: December 2024  
 Report Option: By Sub-Area

Grant Group	End Date/ Liquidation	Budget		Draw		Financials by Account Type				Ceiling Excess	(Over) /Under
		Allocation	Available to Expend	Drawn	Available to Draw	Revenue Account=4.	Disbursements Account=5.	Adjustments Account=8.	Total		
NDWG Opioid Fresh Start Inc 2 Admin	03/2025 03/2025	107,877.30	11,822.63	105,075.59	2,801.71	0.00	96,054.67	0.00	96,054.67	0.00	(9,020.92)
RESEA Admin	03/2024 09/2024	7,963.00	0.00	7,963.00	0.00	0.00	7,963.00	0.00	7,963.00	0.00	0.00
	09/2025 09/2025	26,204.14	14,192.32	12,417.74	13,786.40	0.00	12,011.82	0.00	12,011.82	0.00	(405.92)
RESEA Program	03/2024 09/2024	71,668.00	0.00	71,668.00	0.00	0.00	71,668.00	0.00	71,668.00	0.00	0.00
	09/2025 09/2025	235,841.22	120,420.19	125,257.52	106,583.70	0.00	115,421.03	0.00	115,421.03	0.00	(13,836.49)
WIOA Adult Admin	06/2024 09/2024	98,354.00	0.00	98,354.00	0.00	0.00	98,354.00	0.00	98,354.00	0.00	0.00
	06/2025 09/2025	80,602.00	0.00	80,602.00	0.00	0.00	80,602.00	0.00	80,602.00	0.00	0.00
	06/2026 09/2026	84,619.00	74,388.96	73,013.93	11,605.07	0.00	10,250.04	0.00	10,250.04	0.00	(62,763.89)
WIOA Dislocated Worker Admin	06/2024 09/2024	83,815.00	0.00	83,815.00	0.00	0.00	83,815.00	0.00	83,815.00	0.00	0.00
	06/2025 09/2025	64,115.00	0.00	64,115.00	0.00	0.00	64,115.00	0.00	64,115.00	0.00	0.00
	06/2026 09/2026	76,988.00	66,329.76	75,041.16	1,946.84	0.00	10,658.24	0.00	10,658.24	0.00	(64,382.92)
Not Subject to Allocation-CCMEP-Local 100%		0.00	(273,462.73)	0.00	0.00	273,462.73	0.00	0.00	273,462.73	273,462.73	0.00
Not Subject to Allocation-LOCAL-100%		0.00	1,071,039.11	0.00	0.00	(7,393,832.76)	6,322,793.65	0.00	(1,071,039.11)	0.00	0.00
		0.00	787,412.19	0.00	0.00	(3,731,281.87)	2,943,869.68	0.00	(787,412.19)	0.00	0.00
Holistic Care Project Admin	06/2024 06/2024	405,937.41	0.00	405,937.41	0.00	0.00	405,937.41	0.00	405,937.41	0.00	0.00
Holistic Care Project Program	06/2024 06/2024	106,654.00	0.00	106,654.00	0.00	0.00	106,654.00	0.00	106,654.00	0.00	0.00
NDWG-Opioid Fresh Start Admin	03/2025 03/2025	54,638.00	0.00	54,638.00	0.00	0.00	54,638.00	0.00	54,638.00	0.00	0.00
PY22 CCMEP WIOA Youth Admin	06/2024 09/2024	99,350.00	0.00	99,350.00	0.00	0.00	99,350.00	0.00	99,350.00	0.00	0.00



**Sub-Area:** S0199 - FA Sub-Area - CAO of Scioto County, Inc.  
**Quarter Ending:** December 2024  
**Report Option:** By Sub-Area

Grant Group	End Date/ Liquidation	Budget		Draw		Financials by Account Type				Ceiling Excess	(Over) /Under
		Allocation	Available to Expend	Drawn	Available to Draw	Revenue Account=4...	Disbursements Account=5...	Adjustments Account=8...	Total		
NDWG - Quest Admin	06/2025 09/2025	9,704.00	2,475.34	6,393.93	3,310.07	0.00	7,228.66	0.00	7,228.66	0.00	834.73
SFY24 Business Resource Network	06/2024 09/2024	19,300.00	0.00	19,300.00	0.00	0.00	19,300.00	0.00	19,300.00	0.00	0.00
OMJ Branding	06/2025 06/2025	1,000.00	1,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00
PY23 CCMEP WIOA Youth Admin	06/2025 09/2025	80,195.00	0.00	62,956.60	17,239.40	0.00	80,196.00	0.00	80,196.00	0.00	17,239.40
SFY24 State Special Projects	06/2024 09/2024	431,758.00	197,625.25	234,132.75	197,625.25	0.00	234,132.75	0.00	234,132.75	0.00	0.00
SFY24 State Special Projects Admin	06/2024 09/2024	76,088.00	16,244.23	59,843.77	16,244.23	0.00	59,843.77	0.00	59,843.77	0.00	0.00
PY24 CCMEP WIOA Youth Admin	06/2026 09/2026	84,445.00	73,095.79	64,872.98	19,572.02	0.00	11,349.21	0.00	11,349.21	0.00	(53,523.77)
SFY25 State Special Projects	06/2025 09/2025	1,866,734.00	1,566,051.44	348,673.45	1,518,060.55	0.00	300,682.56	0.00	300,682.56	0.00	(47,980.89)
SFY25 State Special Projects Admin	06/2025 09/2025	283,640.00	255,195.12	48,602.78	235,037.22	0.00	28,444.88	0.00	28,444.88	0.00	(20,157.90)
<b>S0199 Total:</b>		<b>4,457,491.07</b>	<b>3,983,809.60</b>	<b>2,312,678.61</b>	<b>2,144,812.46</b>	<b>(10,851,651.90)</b>	<b>11,325,333.37</b>	<b>0.00</b>	<b>473,681.47</b>	<b>273,462.73</b>	<b>(254,008.57)</b>



## Workforce Development Board #1

WDB #1

Crystal Keaton, Director

4057-A Gallia Pike  
Franklin Furnace, OH 45629  
740-259-6941

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

CB Herrmann, WDA #1 Chair

Wes David, WDA#1 Vice Chair

Daryll Gray, Chief Elected Official

Scottie Powell, Vice Chief Elected Official

### CORRECTIVE ACTION PLAN

2 CFR § 200.511(c)

June 30, 2023 - 2022

**Finding Number:** 2023-001  
**Planned Corrective Action:** Consortium's Fiscal Agent will ensure its financial statements and notes to the financial statements are complete and accurate, the Consortium will review and adopt new policies and procedures where needed, including a final review of the statements and notes by the Fiscal Agent and the Director to identify and correct errors and omissions. These policies were put into place in April 10, 2024.  
**Anticipated Completion Date:** March 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-002  
**Planned Corrective Action:** Consortium's Fiscal Agent shall record all transactions and prepare monthly bank to book cash reconciliations, which include all bank accounts and all fund balances. Variances should be investigated, documented and corrected. In addition, the Board shall review the monthly cash reconciliations including the related support and document the reviews.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-003  
**Planned Corrective Action:** Consortium's Fiscal Agent shall maintain all invoices and proof of payment for all financial transactions and records should be maintained in an orderly manner to support all transactions.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton



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 45884
	937-695-0316 800-233-7891	937-795-0316 800-553-7393 Ext 261	740-289-2371	740-354-7544

**Finding Number:** 2023-004  
**Planned Corrective Action:** Consortium's Fiscal Agent shall maintain all invoices and proof of payment for all financial transactions and records should be maintained in an orderly manner to support all transactions.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-005  
**Planned Corrective Action:** Consortium's Fiscal Agent will ensure that supporting documentation will be maintained for all expenditures to ensure that each expenditure charged to the program is for an allowable activity/cost. In addition, Fiscal Agent will complete corrective action for 2023-03 & 2023-04.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-006  
**Planned Corrective Action:** Consortium's Fiscal Agent will ensure that supporting documentation will be maintained for all expenditures to ensure that each expenditure charged to the program is for an allowable activity/cost. In addition, Fiscal Agent will complete corrective action for 2023-03 & 2023-04.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-007  
**Planned Corrective Action:** Consortium shall implement procedures to ensure the Fiscal Agent files quarterly reports no later than the tenth calendar day of the second month following the quarter the report represents. In addition, all data reported thru these quarterly reports should be supported by the accounting system of the Fiscal Agent and County Financial Information System (CFIS). This practice was put into place on April 10, 2024.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton

**Finding Number:** 2023-008  
**Planned Corrective Action:** Consortium's Fiscal Agent Executive Director and Chief Fiscal Officer shall review and approve each invoice/payment in order to determine that expenditures are in accordance with grant requirements and Federal laws and such approval should be documented on each invoice/payment.  
**Anticipated Completion Date:** January 31, 2025  
**Responsible Contact Person:** Crystal Keaton



# Workforce Development Board #1

WDB #1

Crystal Keaton, Director

4057-A Gallia Pike  
Franklin Furnace, OH 45629  
(740) 259-6943

"CB" Herrmann, WDA #1 Chair  
Daryll Gray, Chief Elected Official

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

## OWA Redistribution Policy Accept 2<sup>nd</sup> Year Funds

January 22, 2025

To: Jennifer Meek Eells, OWA Executive Director  
Re: Local Area #1 Acceptance of Local 2<sup>nd</sup> Year WIOA Funds

Director Meek-Eells,

WDB1 agrees to accept the following local WIOA 2<sup>nd</sup> year funds (program and administration) from funds released by other Ohio local workforce areas in accordance with the Ohio Workforce Association's Redistribution Policy:

WIOA Adult: \$269,000

WIOA Dislocated Worker: \$217,800

WDB1 understands final release and distribution amounts will be based upon recommendation from the Ohio Workforce Association and authorized through CFIS by County Finance after approval is given by the Office of Workforce Development/ODJFS.

\_\_\_\_\_  
WDB1 Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
WDB1 Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
WDB1 Fiscal Agent

\_\_\_\_\_  
Date



**OhioMeansJobs**

Adams, Brown, Pike & Scioto Counties

A proud partner of the  
American Job Center network

A proud partner of American Job Center network

Locations: Adams County

19221 St. Rt. 136  
Winchester, OH 45697

937-695-0316  
800-233-7891

Brown County

406 W. Plum Street  
Georgetown, OH 45121

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

Pike County

941 Market Street  
Piketon, OH 45661

740-289-2371

Scioto County

433 Third Street  
Portsmouth, OH 45662

740-354-7544

**REQUEST FOR  
PROPOSALS FOR  
OhioMeansJobs (OMJ) CENTER OPERATOR UNDER THE  
WORKFORCE INNOVATION AND OPPORTUNITY ACT  
(WIOA)**

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**Local Workforce Development Area 1  
Adams-Brown-Pike-Scioto Counties**

Respondents' Conference: February 14, 2025 @ 10AM Eastern

Location: 4057-A Gallia Pike, Franklin Furnace, OH 45629

Deadline for Notice of Intent to Propose: February 14, 2025 @ 4PM Eastern

Deadline for Proposal Submission: March 3, 2025 @4PM Eastern

## 1. REQUIREMENTS AND SPECIFICATIONS

### 1.1. Overview and Purpose of the RFP

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 Proposal (RFP) to solicit proposals from organizations interested in serving as the OhioMeansJobs (OMJ) Center Operator under the provisions of the WIOA for Area 1.

**Respondents must propose to provide services for the entire four-county local workforce area. One or two county proposals will not be considered.**

The WDB #1 will accept and consider proposals from for-profit entities and non-profit organizations, including but not limited to governmental entities, community agencies, educational institutions, and faith-based organizations. A consortium of organizations may also propose. Under this scenario, the consortium’s proposal must clearly delineate the lead organization and the roles and functions it will provide.

The WDB #1 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 Board, the services proposed are not needed or the costs are higher than the Board finds reasonable in relation to the overall funds available. The WDB #1 may choose not to award a contract to the Respondent(s) with lowest cost or highest rating when taking into account other factors in balancing services to customers.

Any proposal approved for funding is contingent on the results of a pre-award site visit that may be conducted by the WDB #1 staff and/or representatives. This site visit will establish, to the Board’s satisfaction, whether the selected Respondent 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 #1, that the Respondent may not be able to fulfill contract expectations, the Board reserves the right not to contract with the organization.

### 1.2. Funding

#### 1.2.1. Funding Overview

Respondents should base their budgets on the following figures:

##### AREA 1 One Stop Operator Costs

This would cover the wages, fringe, travel, indirect and cell phone costs to perform duties as outlined in the RFP.

Supplies, Outreach, receptionists are built into the MOU and the office for the OMJ Center Operator must be in the Comprehensive OMJ Center.

The goal of this RFP is to secure the best possible Provider(s). **Services must be proposed for the entire four-county area. One or two county proposals will not be considered.**

This will be a one-year contract beginning July 1, 2025 and ending June 30, 2026, with two (2) one-year option

renewals at the discretion of the WDB #1 and the CEO. The funding amount may increase or decrease during the subsequent years of operation based on the funds available and on Provider performance. Levels of funding shall not be considered final until all Respondent appeals, if any, are decided. Respondents will be notified of an award in writing as soon as the decision is known.

### **1.2.2. Budget Period and Amount**

The Total Project Expenses of the Respondent's line-item budget for the first year of services beginning July 1, 2025 and ending June 30, 2026. Respondent must propose costs. The proposed budget will be subject to negotiations.

### **1.2.4. Costs**

The selected OMJ Center Operator will be responsible for working with the Fiscal Agent, CAO of Scioto County, Inc. on tracking and reporting costs on Memorandum of Understanding (MOU) per WIOA regulations.

### **1.2.5. Indirect Costs**

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. Any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WDB #1 that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. A copy of the Respondent's indirect cost plan must be included along with the proposal.

### **1.2.6. Profit/Management Fee**

Only commercial for-profit organizations may incorporate profit or a management fee into their budget. Profit must be contained in a single line item on the budget.

**Note for all Respondents: Percent (%) of profit will have to be negotiated, but cannot exceed 8%.**

## **1.3. Scope of Services**

### **1.3.1. OMJ Center Operator**

The WDB #1 has determined that the role of the OMJ Center Operator will be primarily focused on the management of the OMJ Center(s) and the coordination of partner activities therein. A top-down management structure reflective of an employer/employee relationship will be established between the WDB #1 and the OMJ Center Operator. Duties associated with the operation of the OMJ Centers include, but are not limited to the following:

- Developing and executing an outreach plan in conjunction with the WDB #1 to inform potential customers, job seekers

- and business customers about OMJ Center services.

- Making routine purchases of supplies and services to ensure the proper levels of equipment, tools, and materials for the

OMJ Center Resource Room services in the Comprehensive Center; Coordinating all marketing materials.

Maintaining all software for OMJ Centers and ensuring all computers are operational in all resource rooms.

Working with WDB #1 staff to design and implement the integration of partners' staff and systems.

General coordination of all partner personnel at the OMJ Center to ensure adequate staffing to meet customer needs;

supervision of OMJ Comprehensive Center Staff.

Coordinating job fairs with all centers and regional hiring events.

Coordinating OMJ Center workshop needs and identifying resources to deliver them.

Implementing Board-approved Internal Operational Procedures for WDA #1 OMJ Centers (e.g. days/hours of operation,

dress code, safety, and security protocol, etc., Creating a methodology for making and tracking partner referrals.

Gathering and reporting customer feedback.

Fostering partnerships within the OMJ Center to promote function as a multi-agency team, and promotion of and

participation in collective accountability that recognizes system outcomes in addition to individual partner program

outcomes.

Maintaining Equal Employment Opportunity (EEO) compliance.

Ensuring that the OMJ Center are in compliance with all applicable Americans with Disabilities Act (ADA) guidelines and

are easily accessible to individuals with disabilities.

Ensuring that all partners co-located at the OMJ Center implement and execute a priority of service for qualifying

veterans and/or their eligible spouses, as mandated by DOL.

Coordinating staff training and cross training to ensure the ability to adequately perform assigned roles, functional

knowledge of the policies, procedures, and unique characteristics of all co-located partner programs, and cultural



competency.

Maintaining technological resources such as the local OMJ Centers website, CFIS, social-media website, and the

software and equipment in the Resource Rooms, ensure all Centers have up to date ADA compliant software on a

minimum of 1 (one) computer.

Assisting the WDB #1 in developing and executing Memorandums of Understanding (MOUs) between required partners

to specify how system costs are being shared, how costs are allocated, and which organizations are contributing in-kind

services or other resources.

Tracking and reporting of OMJ Center performance.

Helping the WDB #1 to identify and recruit additional partners and/or in-kind or other resources to support the OMJ

Center, or alternative access points.

Making policy recommendations for consideration/adoption by the WDB #1.

Ensuring an agreement is in place for payment of costs in OMJ Centers, lease costs, hours of operation, holidays,

procedure for closure of OMJ Centers, etc.

Working with Fiscal Agent on fiscal requirements and preparing monthly reports; Preparing and Presenting reports to

the WDB monthly.

Complying with sections 8301 through 8303 of the Buy American Act; and

Ensuring data integrity and maintaining confidentiality.

Data collection and/or data security.

OMJ Center sites in each county will be determined by the WDB #1 and CEO.

Execute or assume a lease agreement for the facilities; ensuring that leases meet cost requirements and reasonable

compared to other facilities in the area.

Coordinate any Purchase or lease of any furniture and/or equipment.

- Ensure there are safety and security protocols and safety standards in each center.

**The OMJ Center Operator is prohibited from the following activities:**

- Convening system stakeholders to assist in the development of the local WIOA plan.
- Preparing and submitting local WIOA plans.
- Overseeing the workforce system; delivering direct services for any partner in the OMJ Center.
- Managing or significantly participating in the competitive selection process for the OMJ Center Operator.
- Selecting or terminating OMJ Operator(s), Career Services Provider(s), or Youth Services Provider(s).
- Negotiating local performance accountability measures; and
- Developing or submitting a budget for activities of the WDB #1.

#### **1.4. Continuity and Non-Disruption of Service**

In order to maintain stability and minimize any potential for disruption in services, as part of the selection process, the successful Provider will be required to retain the current Providers' staff and staffing levels for the first six (6) months of the contract period.

#### **1.5. Civil Rights Compliance**

All Respondents must ensure equal opportunity for all individuals. No individual in Area 1 region area 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.

All Respondents must ensure access to individuals with disabilities pursuant to the Americans with Disabilities Act. All grievances arising out of WIOA or this RFP must be filed according to the WIBBCW's established grievance procedures.

#### **1.6. Confidentiality and Security**

Any selected Provider or subcontractor engaging in any service for WDB #1 requiring them to come into contact with confidential information will be required hold confidential such data.

#### **1.7. Financial Requirements**

The selected Provider shall comply with the Administrative Rules and Costs Limitations of the Federal Register, Department of Labor, Workforce Innovation and Opportunity Act upon release of the Final Rules. The Provider will be required to have an A133 audit completed annually, pursuant to WIOA rules and regulations.

## **1.8. Availability of Funds**

This RFP is conditioned upon the availability of federal, state, or local funds, which are appropriated or allocated for payment of the proposed services. If, during any stage of this RFP and resulting contracting process, funds are not allocated and available for the proposed services as projected here within, the contract will terminate concurrent with the notice of reduction/termination of funding. The WDB #1 will notify the Respondents at the earliest possible time if this occurs.

If additional funding becomes available during the term of the contract, and at WDB #1's discretion, a selected provider's contract may be revised to increase the contract value.

## **1.9. Policy Changes**

This RFP is conditioned upon federal, state, and/or local policy and regulation. If, during any stage of this RFP and resulting contracting process, policy changes occur that would impact how and what services are provided, the WDB #1 reserves the right to terminate concurrent with the notice of the policy change. The WDB #1 will notify the Respondents at the earliest possible time if this occurs

## **2. PROVIDER PROPOSAL**

### **2.1. Narrative Proposal**

**Respondents must include responses to the following items. Use the category titles and listed numbering schemes and include each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.**

#### **Organization's Demonstrated Ability 50 POINTS**

- 1. Describe your organization. Include a discussion of the history of your organization as well as a description of any activities similar to or relevant to your proposed program design. Be specific and identify projects, dates, services performed and results. Respondent must describe its ability to provide, at a reasonable cost, the services offered in the proposal. The Respondent must address at a minimum the following criteria to be eligible for selection:**
  - a.  Effective prior performance same or similar services (OMJ Center Operations) to be provided.**
  - b.  The capability to collect, review, analyze and report on the expenditure of funds for all centers.**
  - c.  The capability to review, analyze and report on OMJ Activities and usage of the CFIS system by Job Seekers; and**
  - d.  Having Qualified staff assigned the OMJ System.**
  - e.  Capability to learn and utilize any software utilized for tracking or other purposes in the OMJ Centers.**
- 2. State whether your organization intends to subcontract any services under this proposal. If so, the**

same information provided in response to item #1 above, must be given for any subcontractor(s). Additionally, a letter of commitment from the proposed subcontractor(s) must be included as an attachment.

3. Describe your organization's structure. List the name(s) and title(s) of all the owners, members of the board of directors, and other officers of the agency, corporation, or business. Indicate owners, or members, or officers who are present members of the WDB #1 or employed by an organization currently participating in any workforce development service or OMJ Center in Area #1; or are related to such individuals. Include your organization's efforts to ensure transparency with the proposed services and to avoid conflict of interest. The same information must be provided for any proposed subcontractor(s). Also discuss how you will maintain a firewall between OMJ Center Operator and any partner services in the OMJ Center your organization will be providing.
4. Describe your organization's hiring processes, including recruitment, interviewing, initial training, and capacity building activities. Indicate the time frame expected for new staff to gain proficiency in their hired positions.
5. Describe your organization's experience with managing federal funds, including the experience that fiscal staff employed by the organization have in administering federal funds, and how the organization ensures compliance with federal financial management standards.
6. Describe how the situation was remedied if your organization was ever placed under a correction action plan under WIA or WIOA in the past five (5) years.
7. Describe any alternative or leveraged resources, or in-kind contributions that your organization will commit to Area #1 services. Include the source and the dollar value.
8. Describe a 30-day transition plan for your organization to begin services on July 1, 2023. Include items such as staffing, logistics, etc. Include any past experience with similar transitions.
9. Include two organizational charts as attachments to the original proposal: (1) the Respondent's overall organizational structure and (2) the Respondent's proposed structure for Area #1 services. Respondents must delineate staffing between OMJ Center Operator Services, WIOA Career Services and/or Fiscal Agent, as applicable. Additionally, Respondent must designate the OMJ Center the Operator will have as a base in the Comprehensive Center and explain their plan for ensuring coordinated operations throughout the four-county area.
10. Include resumes and job descriptions for key personnel as attachments to the original proposal. Stress knowledge, skills, and experience of staff related to the requirements of this RFP. Any substitutions in staff or material changes in the amount of staff time to be devoted to the project, including specific program elements, may not be made without prior written authorization.
11. Provide three (3) references as an attachment to the original proposal for current or past projects that are similar in scope and size to the services your organization is applying for under this RFP. Include organization name, location, key representative's name and contact information (email and phone) and a brief description of services provided.

## **OMJ Center Operations 70 POINTS**

- 1. Provide an outreach plan to inform individuals and businesses about the services available at the OMJ Center(s).**
- 2. Provide a plan to incorporate the services of other partners into the overall customer flow at the OMJ Center(s) and how they represent the OMJ Center while working in the OMJ Center.**
- 3. Describe how appropriate staffing for the OMJ Center(s), including for the Resource Room and workshops, will be ensured to meet customer needs.**
- 4. Describe how job fairs and other hiring events will be coordinated.**
- 5. Describe how Internal Operational Policies for all OMJ Center(s) will be developed and implemented.**
- 6. Describe how customer feedback will be captured and reported for all Centers to the workforce board on a quarterly.**
- 7. Describe how your organization will ensure all centers are utilizing the referral tracking process for the OMJ Center(s).**
- 8. Describe how you will coordinate the workshops that will be provided at the OMJ Center(s) and how you will work with all partners in delivering these workshops.**
- 9. Describe how your organization will utilize technology to enhance and improve OMJ Center services to customers and apprise the WDB #1 of needed technology.**
- 10. Describe how Equal Employment Opportunity (EEO) and Americans with Disabilities Act (ADA) compliance will be ensured.**
- 11. Describe how your organization will coordinate staff training and cross training of partner services in the OMJ Center(s) to ensure the ability to adequately perform assigned roles, functional knowledge of the policies, procedures and unique characteristics of all co-located partner programs, and cultural competency.**
- 12. Describe how your organization will track and report OMJ Center(s) performance to the WDB #1 and others. Include how it will ensure data integrity and maintain confidentiality.**
- 13. Describe how your organization will ensure that all centers are utilizing the necessary software, i.e. CFIS for tracking customers in the system.**
- 14. Describe how your organization will identify and recommend any new and alternative access points for customers.**
- 15. Describe how your organization will lead and assist with the One-Stop Certification process, including achieving and maintaining full certification.**

## **2.2. System and Fiscal Administration Components**

**2.2.1.1. Insurance Certification.** The Respondent must provide a current certificate of professional insurance and commercial general liability insurance with limits of not less than one million dollars (\$1,000,000) per claim and three million dollars (\$3,000,000) in the annual aggregate per occurrence to cover loss, liability or damage committed by agency or agency's agents or employees.

Prior to the effective date of the contract, selected Provider shall give the CAO of Scioto County, Inc. and WDB #1 the certificate(s) of insurance completed by Provider's duly authorized insurance representative, with effective dates of coverage at or prior to the effective date of the contract, certifying that at least the minimum coverage required is in effect; specifying the form that the liability coverage's are written on; and, confirming liability coverage's shall not be cancelled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of issuance without thirty (30) days advance written notice. Waiver of subrogation shall be maintained by Provider for all insurance policies applicable to this contract, as required by ORC 2744.05.

During the contract and for such additional time as may be required, the selected Provider(s) shall provide, pay for, and maintain in full force and effect the insurance specified in the contract, for coverage at not less than the prescribed minimum limits covering Provider's activities, those activities of any and all subcontractors or those activities anyone directly or indirectly employed by Provider or subcontractor or by anyone for whose acts any of them may be liable.

#### **2.2.1.2. Audits**

Respondent must include a copy of its two (2) most recent independent annual audit reports, most recent single audits, if applicable, and the most recent Form 990s (Federal Tax Return of Organization Exempt from Income Tax). For a sole proprietor or for-profit entities, include copies of the two (2) most recent year's federal income tax returns and the most recent year- end balance sheet and income statement. **If Respondent is a current contractor with WDB #1, the audits and 990s are on file and do not have to be resubmitted. The Attachment for the Audit should indicate the Respondent is a current contractor and Audits are on file with CAO of Scioto County, Inc.**

If no audited statements are available, the Respondent must supply equivalent financial statements certified by the Provider to fairly and accurately reflect the Respondent's financial status. Respondent's failure to provide these documents may result in rejection of the proposal and subsequently a contract will not be awarded. **It is the responsibility of the Respondent to redact tax identification numbers from all documents prior to submission.**

#### **2.2.1.3. Assurances and Certifications**

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.

#### **2.2.1.4. Indirect Cost Plan**

Indirect costs are costs incurred by an organization that do not directly benefit any one program or project, but indirectly support all aspects of the organization. For organizations awarded funds, any indirect costs budgeted must be supported by an indirect cost rate agreement with a federal or state cognizant agency, or a cost allocation plan approved by the WDB #1 that describes how indirect and common operating costs are distributed to the different funding sources. The extent to which an applicant can meet performance objectives while minimizing indirect costs will be a factor in the evaluation process. A copy of the

Respondent's indirect cost plan must be included along with the proposal.

### **2.2.1.5. Subcontracting or Consortium Arrangements**

The hiring or use of outside services, subcontractors, or consultants; or the use of consortium arrangements in connection with the work presented within this RFP shall be specifically described in the response. Each entities' roles and responsibilities must be clearly listed. The lead organization must be identified.

### **2.2.1.6. Annual Expenditure and Obligation Requirements**

Timely investment of funds in the local area is of key importance to the WDB #1. Please indicate how the respondent will monitor the expenditure of funds within the MOU, to ensure that they do not go over budget.

## **2.3. Cost Proposal**

**Respondents must include responses to the following items. Use the category titles and listed numbering schemes and include each question/statement prior to the response. Please list "n/a" for any item that is not applicable to the Respondent's proposal.**

1. Use the Budget Forms included in this RFP (**Attachments 3.0 & 3.1**) to provide a Cost Proposal for the services proposed in the Narrative Proposal.
2. Provide a narrative, which describes each line item included in the budget. Include a description of how costs were calculated.
4. Discuss your organization's primary funding sources and how cash flow is sufficient to operate the program on a cost reimbursement basis.
5. Discuss how your organization's fiscal control and accounting procedures are in accordance with generally accepted accounting procedures.
6. Describe the type of accounting system your organization uses.
7. Describe what internal controls are in place to compare actual expenditures with the contract budget and MOU and to ensure required expenditure levels are met and ensure you do not go over budget.
8. Describe how your organization will handle costs that may be disallowed.
9. Describe how WIOA funds will not supplant other state or federal funds.
10. If applicable, list all federally funded programs, including funding levels that your organization has administered since January 1, 2020. Briefly state whether all funds were spent in a timely manner and in accordance with program purposes and requirements. List the dollar amount of any disallowed costs and how they were reimbursed.

### 3. PROPOSAL GUIDELINES 3.1. Timeline

RFP Milestone	Date
RFP is issued	January 23, 2025
Respondents' Conference	February 14, 2025 @ 10AM Eastern
Deadline for Receiving RFP Questions	February 24, 2025 @ 4PM Eastern
Deadline for Notice of Intent to Propose	February 14, 2025 @ 4PM Eastern
Deadline for Proposals Received	March 3, 2025 @ 4PM Eastern
RFP Evaluation	March 4, 2025 to March 21, 2025
Selection of Provider	March 26, 2025
Start Date of Contract	July 1, 2025

### 3.2. RFP Contact Person

The Contact Person for this RFP is as follows:

*Crystal Keaton, WDB #1 Director Workforce Development Board covering Adams, Brown, Pike, and Scioto County wda1rfp@gmail.com*

### 3.3. Notice of Intent to Propose

Respondents must email their written notice of intent to propose by providing company name, contact name, contact title, company address, telephone number, and e-mail address along with a statement of the services being applied for, to RFP Contact Person no later than 4PM Eastern on February 14, 2025

### 3.4. Respondents' Conference

A Respondents' Conference has been scheduled for February 14, 2025, at 10AM Eastern at 4057-A Gallia Pike, Franklin Furnace, OH 45629 in the Workforce Office. All prospective Respondents should plan to attend this conference. Respondents should bring a copy of the RFP.

Respondents are encouraged to prepare as many questions as possible in writing, in advance of the meeting to allow staff adequate time to prepare responses that provide sufficient information to ensure understanding of services desired by the WDB #1. Questions must be submitted via email to the RFP Contact Person. Each should include a reference to the applicable page number and section of the RFP. Additionally, the WDB #1 will answer follow-up questions after the Respondents' Conference as addressed in **Section 3.5 RFP Questions** below.



### **3.5. RFP Questions**

Any prospective Respondent desiring an explanation or interpretation of the RFP or its specifications after the Respondents' Conference must email their questions to the RFP Contact person. Subject line must indicate "OSO RFP Question." Each question should include a reference to the applicable page number and section of the RFP. The deadline for questions is February 24, 2025 at 4PM Eastern. All questions received before February 13, 2025 will be answered in writing at the Respondents Conference and posted on omjwda1.org. All questions received between February 14 to February 24, 2025 will be answered in writing and posted on omjwda1.org by February 27, 2025.

### **3.6. Addenda to RFP**

During the proposal process WDB #1 may modify this RFP by the issuance of one or more addenda, up to ten (10) business days preceding the proposal due date. Any modification or amendment will be issued as an addendum to the RFP and will become a part of the contract document. Any addenda issued for this RFP will be emailed to all respondents who filed Intent to Propose.

### **3.7. Proposal Withdrawal**

Respondents may withdraw their proposal(s) at any time before the WDB #1 makes its selection of provider(s) by providing written notice to the WDB #1. Withdrawal of a proposal after the selection exposes a Respondent to legal liability for sanctions, including costs for re-procurement, or may result in a contract being awarded to the next selected Respondent.

### **3.8. Prohibited Contacts**

The integrity of the RFP process is very important to the WDB #1 and the CEOs in the administration of our business affairs, in our responsibility to the residents of our communities, and to the Respondents who participate in the process in good faith.

Behavior by Respondents, which violates or attempts to manipulate the RFP process in any way, is taken very seriously. Neither Respondent nor their representatives should communicate with individuals associated with the RFP process. If the Respondent attempts any unauthorized communication, the Respondent's proposal is subject to rejection.

Individuals associated with this program include, but are not limited to the following:

- A. Public officials; including but not limited to the Adams, Brown, Pike, and Scioto County Commissioners; and
- B. WDB #1 Board members and employees.

Examples of unauthorized communications are:

- A. Telephone calls.
- B. Prior to the award being made, telephone calls, letters and faxes regarding the RFP process, interested Respondents, the program or its evaluation made to anyone other than the RFP Contact Person as listed in Section 3.2;

C. Visits in person or through a third party attempting to obtain information regarding the RFP; and

D. E-mail except to the RFP Contact Person, as listed in Section 3.2.

### **3.9. Existing or Pending Legal Action Disclosures**

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.

## **4. SUBMISSION OF PROPOSAL**

### **4.1. Proposal Submission**

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.

### **4.2. Preparation and Number of Copies**

#### **A. Hard Copy Requirements**

Respondents must submit one (1) original proposal and one (1) copy of the original proposal with all identifying information black out or eliminated. The original proposal must be marked "Original" on the cover and must bear the actual original signature(s) of the person(s) authorized to sign the proposal. **Note: Only one copy of the Respondent's previous two years audited financial statements is required. This copy should be attached to the original proposal. If a current contractor, Audit copies are already on file and do not need to be resubmitted. Please indicate in your proposal you are a current contractor.** Print all narratives on 8 ½ " x 11" plain white paper with margins of 1" on each side. All narratives must be printed in single space with Arial (or similar) font, 12-point type. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness, and clarity of content. Each page of the proposal must be numbered sequentially at the bottom of the page. Any narrative must contain a heading, which clearly indicates the subject matter. Respondents may use only paper clips or other removable fasteners to secure their proposal. *Do not use staples, specialized bindings or coverings of any type or form.* Each proposal should not exceed a total of 50 pages, excluding required attachments.

#### **B. Electronic Requirements**

Original proposal on a flash drive in a pdf format and the pages must be numbered.

### 4.3. Proposal Content

The proposal must be organized separately into a (1) Narrative Proposal and (2) Cost Proposal as outlined in the chart on the following page:

#### 1. Narrative Proposal

<b>Cover Page</b>	Cover Page form is provided as <b>Attachment 1</b> . Must be signed and dated.
<b>Table of Contents</b>	Description of the information contained in proposal and the related page number.
<b>Proposal Narrative</b>	Responses to the items included in Section 2.1. Proposal Narrative. Must include each question and a response. If certain services are not being applied for, then include “n/a” as the response.  <i>Required attachments as detailed in Section 2.1. Proposal Narrative, questions 9, 10, and 11:</i> <ul style="list-style-type: none"><li><input type="checkbox"/> Organizational Charts</li><li><input type="checkbox"/> Resumes of Key Personnel</li><li><input type="checkbox"/> Job Descriptions</li><li><input type="checkbox"/> List of Three References <i>Required attachments as outlined in Section 2.2. System Fiscal Administration Components:</i></li><li><input type="checkbox"/> Insurance Requirements – Section 2.2.1.1.</li><li><input type="checkbox"/> Assurances and Certifications – Section 2.2.1.3. <b>(Attachment 2)</b></li></ul>
<b>Required Attachments</b>	<ul style="list-style-type: none"><li><input type="checkbox"/> Indirect Cost Plan, as applicable – Section 2.2.1.4.</li><li><input type="checkbox"/> Letter(s) of Commitment from Subcontractors or Consortium Partners, as applicable Section 2.2.1.5.</li><li><input type="checkbox"/> Copies of Previous Two Years’ Audits – Section 2.2.1.2.</li></ul>

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#### 2. Cost Proposal

##### Budget

Budget forms are provided. **(Attachments 3.0 & 3.1)**

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##### Budget Narrative

Responses to the items included in Section 2.3. Cost Proposal, including the Budget Narrative. Must include each question and a response.

#### **4.4. Cost of Developing Proposal**

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. No costs can be paid from WIOA or One Stop MOU in preparation of 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.

#### **4.5. False or Misleading Statements**

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.

#### **4.6. Deadline for Submittal**

In order to be considered valid, the entire proposal must be hand delivered; or delivered via U.S. Postal Service or other mail delivery service; and received by the WDB #1 no later than 4PM Eastern on March 3, 2025. The mailing address is as follows:

*Crystal Keaton, WDA #1 Director Workforce Development Board #1 Adams, Brown, Pike and Scioto Counties, 4057-A Gallia Pike, Franklin Furnace, OH 45629*

Proposal packets are to be sealed and each shall bear on its face the Name and Address of the Respondent. Timely submission is the sole responsibility of the Respondent. Late proposals will not be considered for contract award. No email, fax or telephone proposals will be accepted.

It is essential that the Respondent carefully review all elements in its final proposal. Once received, proposals cannot be altered; however, the WDB #1 reserves the right to request additional information as may be required for clarification purposes.

#### **4.7. 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 RFP documents or excuse the Respondent from full compliance with its specifications if Respondent is awarded the contract.

## **4.8. 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**

All responses received by the required due date will be reviewed to ensure the Respondent submitted all required proposal documents and attachments as specified in the RFP. Proposals missing any of the required paperwork will not be considered. Additionally, proposals that offer services for only one or two counties will not be considered. Moreover, proposals that were not received at the designated location by the specified due date will not be considered.

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

Proposals will be evaluated and rated by a Review Committee established by the WDB #1.

All Proposal Evaluations completed by the Review Committee will be maintained on file by WDB #1. To be considered for an award, Respondents must achieve a minimum acceptable score of 75% of the point total within each evaluation category.

### **Step 3: Other Information**

Review Committee members will determine if additional information is required to complete the evaluation process. Any information obtained during Step 3 will be evaluated using the scale set forth in the Step 2 Evaluation Committee Review and incorporated into the overall rating for the proposal. The Review Committee may request information from sources other than the written proposal to evaluate a Respondent's programs or to clarify its proposal. Examples of other information may include but are not limited to the following:

- A. Written responses from Respondent to clarify questions posed by Review Committee. Such information requests by the Review Committee and Respondent's responses must always be in writing.
- B. Oral presentations, if asked to be presented, to ensure the WDB #1's interests or concerns are adequately addressed. Such presentations must include the Respondent's key program personnel.

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

The Review Committee will make its recommendation to the WDB #1.

## **4.9 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 with Section 4.8 Proposal Evaluation.
- 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 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, CAO of Scioto County, Inc., and selected Provider are able to successfully agree with the contract terms.
- E. If the WDB #1, CAO of Scioto County, Inc., 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 an event, the WDB #1 reserves the right to (1) select another Provider from the RFP process, (2) cancel the RFP altogether, or (3) reissue the RFP as deemed necessary.



# Workforce Development Board #1

WDB #1

Crystal Keaton, Director

951 Vern Riffe Drive  
Lucasville, OH 45648  
740-259-6826

“C.B” Herrmann, WDA #1 Chair  
Daryll Gray, Chief Elected Official

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

## Memorandum of Understanding

Between Workforce Development Board Area 1 (WDA 1)

And Highland County Community Action Organization’s Workforce Services/OhioMeansJobs

### Budget Modification

- Parties:** This Memorandum of Understanding (hereinafter referred to as MOU) is made and entered into by and between the Workforce Development Board Area 1 (hereinafter referred to as WDA1), whose address is 951 Vern Riffe Dr., Lucasville, OH 45648 and Highland County Community Action Organization’s Workforce Services/OhioMeansJobs (hereinafter referred to as HCCAO OMJ), whose address is 1487 N. High St., Ste. 500, Hillsboro, OH 45133
- Purpose:** The purpose of this MOU is to establish a partnership under which the GRIT Project’s Highland County customers can receive case management, training and employment services. Highland County has been deemed a part of the GRIT Project service area by Ohio Department of Development.
- Term of MOU:** This MOU is effective as of October 1, 2023 and shall remain in full force and effect for not longer than June 30, 2025, at which time an extension can be requested by either party. This MOU may be terminated without cause, by either party upon thirty (30) days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.
- Responsibilities of HCCAO OMJ:** Ensure the need of case management, training and employment services are provided to Highland County GRIT Project customers. HCCAO OMJ will ensure that customers have access to use GRIT funds for training and employment services; including but not limited to tuition, supportive services, work experience & on-the-job services. HCCAO OMJ staff will provide case management to the customers to ensure the best outcomes for the customer, which may include referrals to and co-enrollment with WIOA/CCMEP Adult and Youth Programs for additional workforce related activities and services.

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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

At a cost of no more than \$227,523.00 for all case management, training and employment services for Highland County GRIT Customers.

**Responsibilities of WDA1:**

Reimburse invoices related to the case management of training and employment services in Highland County within 30 days of receiving invoice; all invoices must be received by the 20th of the month and shall not exceed the limits per line item and total in chart below without prior approval.

Line Item	Funding Amount
Staffing/Indirect/Outreach/Operations	\$62,523 (+\$10,000)
Youth Training Services (includes classroom training, work experiences, supportive services etc.)	\$105,000
Adult Training Services (includes classroom training, work experiences, supportive services etc.)	\$60,000 (-\$10,000)
TOTAL	\$227,523

**General Provisions:**

Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

By signing, each party affirms that this MOU accurately describes the negotiated responsibilities and costs.

\_\_\_\_\_  
Representative from WDA 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Representative from HCCAO OMJ Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title





# Workforce Development Board #1

WDB #1

Crystal Keaton, Director

4057-A Gallia Pike  
Franklin Furnace, OH 45629  
(740) 259-6943

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

## Memorandum of Understanding

### Between Workforce Development Board Area 1 (WDA 1)

### And Bright Local Schools

**Parties:** This Memorandum of Understanding (hereinafter referred to as MOU) is made and entered into by and between the Workforce Development Board Area 1 (hereinafter referred to as WDA1), whose address is 4057-A Gallia Pike, Franklin Furnace, OH 45629 and the Bright Local School District (hereinafter referred to as Bright Local) whose address is 44 N. High St., Mowrystown, OH 45155.

**Purpose:** The purpose of this MOU is to establish a partnership under which the GRIT Project's Virtual Job Center initiatives can be met. Bright Local has additional property at 44 N. High St., Mowrystown, Ohio that is available for development. Currently at this site a K-12 public school exists, sport complex, and school board offices. The addition of the remote work center with additional supports will add to the availability of services to the students and community of Mowrystown in Highland County. Bright Local will construct a 6000 sq. ft. post and frame building built on a footer, that will include approximately 2000 sq. feet for cubical style work and training spaces, 2000 sq. ft. for a medical and behavioral health center with medical lab and receptionist space, 1000 sq. ft. for a coffee shop, breakroom, stockroom and restrooms and 1000 sq. ft. open space that can be utilized for specialized virtual and hand-on trainings, workforce readiness activities, life skills education, meeting space with training providers and employers all to form an accessible and successful remote work ecosystem. See attachment #1 proposed layout of center.

**Term of MOU:** This MOU is effective as of January 22, 2025 and shall remain in full force and effect for not longer than June 30, 2025. This MOU may be terminated without cause, by either party upon fourteen (14) days written notice, which notice shall be delivered by hand or by certified mail to the address listed above.

**Bright Local Responsibilities:** To develop a Remote Work Ecosystem in Southwest Highland County. The center will meet the space requirements for multiple employers, including utilities, broadband internet service, general office space, parking, security, and ADA requirements. Bright Local will do so through contracting with service vendors to prepare the space adequately for commercial purposes utilizing Bright Local procurement and financial



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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

**OhioMeansJobs.**

Adams, Brown, Pike & Scioto Counties

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policy/procedures. Bright Local’s procurement policy is Attachment #2. Bright Local is responsible for all liability of the project during and after this MOU. The virtual job project is not to exceed more than \$400,000.00 for the following: Construction of a 6000 sq. ft. post and frame building built on a footer as described in the Purpose section of this MOU. Also includes architect and permit fees

After completion Bright Local will operate and maintain the remote work ecosystem center.

Bright Local must invoice WDA1 for all cost related to the project no later than June 30, 2025.

**Responsibilities of WDA1:**

Providing technical assistance with using GRIT Grant funds to develop a Virtual Job Center. Reimbursing invoices related to the Virtual Job Center within 30 days of receiving invoices; all invoices must be received by June 30, 2025 and shall not cost more than \$400,000.00 for the following: Construction of a 6000 sq. ft. post and frame building built on a footer as described in the Purpose section of this MOU. Also includes architect and permit fees.

WDA 1 will provide best practices on how to operate and maintain center, but will not be responsible for the center’s operation.

**General Provisions:**

Either party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all parties to this MOU.

**By signing, each party affirms that this MOU accurately describes the negotiated responsibilities and costs.**

\_\_\_\_\_  
Representative from WDA 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

\_\_\_\_\_  
Representative from Bright Local School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title



FRONT ELEVATION  
1/4" = 1'-0"

PROJECT: NEW WORKFORCE DEVELOPMENT BUILDING  
LOCATION: NORTH HIGHWAY 40, MOWATTOWN, OH 45155  
CLIENT: BRIGHT LOCAL SCHOOL DISTRICT  
ADDRESS: 44 NORTH HIGH ST. MOWATTOWN, OH 45155  
COUNTY: HIGHLAND  
PROJECT #: 24-575  
DATE: NOVEMBER 6, 2024

REVISIONS  
BY DATE

DS2 architects  
127 West Broad Street, Suite 200, Mowattown, OH 45155  
Phone: 614-554-1551 Fax: 614-554-1552



RIGHT ELEVATION  
1/4" = 1'-0"



LEFT ELEVATION  
1/4" = 1'-0"

PROJECT: NEW WORKFORCE DEVELOPMENT BUILDING  
LOCATION: NORTH HIGHWAY 100, MOWRYS TOWN, OH 45155  
CLIENT: BRIGHT LOCAL SCHOOL DISTRICT  
ADDRESS: 44 NORTH HIGH ST. MOWRYS TOWN, OH 45155  
COUNTY: HIGHLAND  
PROJECT #: 24 575  
DATE: NOVEMBER 6, 2024

REVISIONS  
NONE

DS2 architects  
107 West Second Street Dayton, OH 45402  
Phone: 937.233.2291 Fax: 937.233.2292

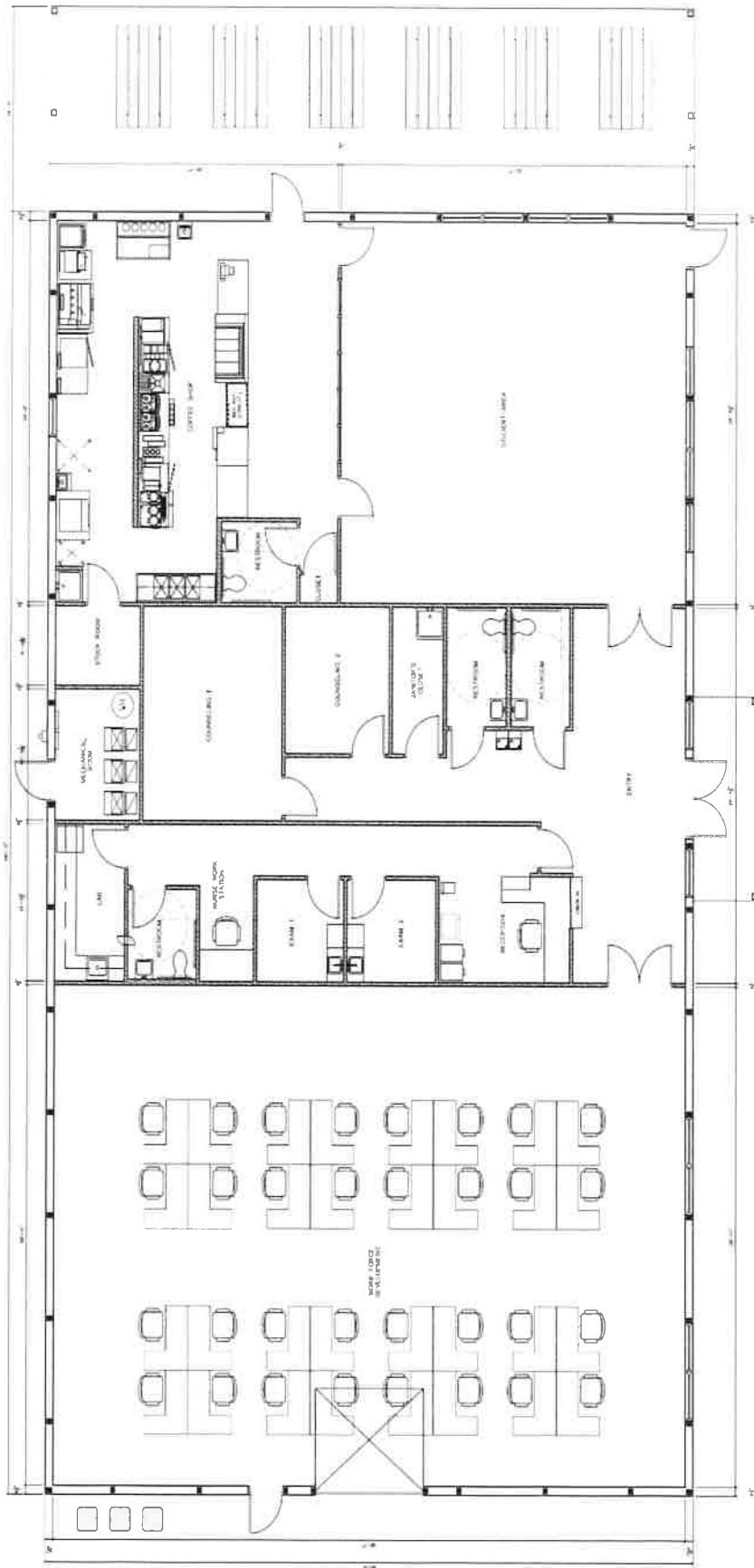


SITE PLAN  
1"=50'

PROJECT: NEW WORKFORCE DEVELOPMENT BUILDING  
LOCATION: NORTH HIGH/AYLORVILLE RD MOWRSTOWN, OH 45156  
CLIENT: BRIGHT LOCAL SCHOOL DISTRICT  
ADDRESS: 44 NORTH HIGH ST MOWRSTOWN, OH 45155  
COUNTY: HIGHLAND  
PROJECT #: 24-575  
DATE: NOVEMBER 6, 2024

REVISIONS

10' Year Servant Leadership RTR 4/18/25  
100 South High Street Suite 205 Hilliard, OH 43131  
DS2 architects  
Phone: 614-592-0291 Fax: 614-592-0992



FLOOR PLAN  
1/4" = 1'-0"

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Book	Policy Manual
Section	6000 Finances
Title	PURCHASING AND BIDDING
Code	po6320
Status	Active
Adopted	August 10, 2016
Last Revised	November 20, 2024

#### 6320 - PURCHASING AND BIDDING

##### Price Quotations for Items Not Required to be Competitively Bid

It is the policy of the Board of Education that the Superintendent seek at least three (3) price quotations, unless fewer quotations are available, on purchases of any supplies, materials, and/or equipment costing more than \$10,000 for a single item, except in cases of emergency or when the materials purchased are of such a nature that price negotiations would not result in a savings to the District or when the item is subject to formal bid. Standardized purchasing procedures of the District (AG 6320A) shall be followed when purchasing on the basis of price quotations from vendors.

##### Limitations

All purchases that are within the amount contained in the object of the appropriation may be made upon authorization of the Superintendent.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

##### Then and Now Certificate

If the Treasurer can certify that both at the time of the purchase and at the time of certification, sufficient funds were available or in the process of collection, to the credit of the respective fund, properly appropriated and free from previous encumbrance, the expenditure may be authorized. The Board may approve such payment within thirty (30) days from receipt of such certificate.

Amounts of less than \$3,000 may be paid by the Treasurer upon completion of the "then and now" certificate, provided that the expenditure is otherwise lawful.

The Board should be advised of all non-bid purchases when the amount exceeds the amount of the appropriation.

The Superintendent is authorized to make emergency purchases, without prior adjustment, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

##### "Blanket" Certificates

The Treasurer may issue "blanket" purchase orders (certificates) for a sum not exceeding an amount established by resolution of the Board against any specific line item account over a period of time, not to extend beyond the end of the fiscal year in which it is issued. Only one (1) "blanket" purchase order (certificate) may be outstanding at any one (1) particular time for any one (1) particular line item appropriation.

##### "Super Blanket" Certificates

The Treasurer may issue "super blanket" purchase orders (certificates) for any amount for expenditures and contracts from a specific line-item appropriation account in a specified fund for most professional services, fuel, oil, food items, and any other specific recurring and reasonably predictable operating expense. Such a purchase order (certificate) shall not extend beyond the fiscal year.

##### Contracts for Development and Improvement of Facilities

All contemplated contracts for professional design services such as from an architect or for construction management shall be in accordance with R.C. R.C. 9.33 - 9.335, and R.C. 153.65 - 153.71 as applicable, as well as any relevant provisions of the Ohio Administrative Code.

##### Competitive Bidding

When the Board determines to build, repair, enlarge, improve, or demolish a school building the cost of which will exceed the amount to be determined and published by the Ohio Director of Commerce, or for the purchase (or lease-purchase) of school buses, the Treasurer shall obtain competitive bids.

In accordance with statute, the Board may elect to forego the bidding for contracts in any of the following situations if:

- A. the Board elects and declares by resolution to participate in purchase contracts, in accordance with R.C. Chapter 125 and the terms and conditions prescribed by the Department of Administrative Services
- B. the Board determines and declares by resolution adopted by two thirds (2/3's) of its members that any item is available and can be acquired only from a single source
- C. the Board declares by resolution adopted by two-thirds (2/3's) of its members that the installation, modification, and/or remodeling subject to contracting is involved in an energy conservation measure undertaken through an installment payment contract under R.C. 3313.372 or pursuant to R.C. 133.06(G)
- D. the Board finds and determines that an urgent necessity exists (as defined by statute) with respect to a particular improvement
- E. pursuant to R.C. 9.48, the Board participates in a joint purchasing program, operated by or through a national or State association of political subdivisions in which the Board is eligible for membership or through the Federal government or another political subdivision

The Superintendent shall verify that the specifications for any public improvement project for which bids are solicited do not require any bidder to:

- A. enter into agreements with labor organizations on said public improvement; or
- B. enter into an agreement that requires its employees to become members of or pay fees or dues to a labor organization as a condition of employment or continued employment.

Bidding shall be conducted in accordance with R.C. 3313.46 and related statutes.

Bids shall be sealed and shall be opened by the Treasurer in the presence of at least one (1) witness.

##### Soliciting of Bids

The Board, by resolution, may award a bid to the lowest responsible bidder. For a bidder to be deemed responsible, the Board may request evidence from the bidder concerning:

- A. the experience (type of product or service being purchased, etc.) of the bidder;
- B. the financial condition;
- C. the conduct and performance on previous contracts (with the District or other agencies);
- D. the bidder's facilities;
- E. management skills;
- F. the ability to execute the contract properly;
- G. a signed affidavit affirming that neither the bidder nor any sub-contractor has entered into an agreement with any labor organization regarding the public improvement project.

##### Awarding of Bids

The Board shall approve all contracts resulting from competitive bids prior to being awarded. The Board reserves the right to reject any or all bids.

In situations in which the Board has resolved to award a bid to the lowest responsible bidder and the low bidder does not meet the considerations specified above, the Board shall so notify the bidder, in writing, by certified mail.

##### Purchase of School Buses and Certain Other Motor Vehicles

The Board shall use competitive bidding to enter into an agreement for the purchase or lease-purchase of a school bus unless an exception to bidding applies. The term "school bus" includes any vehicle designed to carry more than nine (9) passengers excluding the driver. Bids shall indicate that prior to delivery the bus must comply with all applicable State laws and regulations, including the Ohio Pupil Transportation Operation and Safety Rules. No bid bonds will be required unless requested by the Board during the competitive bidding process. The Board is not required to use competitive bidding to rent or lease a school bus as long as the agreement does not include a provision for purchase of the bus.

For the purchase of motor vehicles other than school buses, the Board will follow the adopted procedures to obtain price quotations prior to purchase when applicable. Standardized purchasing procedures of the District shall be followed when purchasing a motor vehicle other than a school bus.

**Lease-Purchase Agreements**

Lease-purchase agreements entered into by the Board shall be in accordance with R.C. 3313.375. Such agreements shall be a series of one-year renewable lease terms totaling not more than thirty (30) years, after which time ownership is transferred to the Board if all obligations of the Board under the agreement have been satisfied.

**Purchases from the State**

In accordance with State law (R.C. 4115.31 - 4115.35), the Superintendent shall, in accordance with rules of the State committee for the purchase of products and services provided by persons with severe disabilities, procure products or services at the fair market price established by the committee from a qualified nonprofit agency for persons with severe disabilities, if the product or service is on the procurement list and is available within the period required by the District, notwithstanding any law requiring the purchase of products and services on a competitive bid basis, purchase products and services which are available from the Ohio Industries for the Handicapped (OIH) when such products or services are needed by the District. The Superintendent is to maintain the current catalog provided by OIH and inform all District personnel who may be purchasing products or services of the catalog's current listings.

**Quantity Purchases**

In order to promote efficiency and economy in the operation of the District, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases to procure the lowest cost consistent with good quality.

**Requirements**

Before the Treasurer places a purchase order, they shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the District. All purchase orders shall be numbered consecutively.

In the interests of economy, fairness, and efficiency in its business dealings, the Board requires that:

- A. items commonly used in the various schools or units thereof, be standardized whenever consistency with educational goals can be maintained;
- B. opportunity be provided to as many responsible suppliers as possible to do business with the School District. To this end, the Treasurer shall develop and maintain lists of potential suppliers for various types of supplies, equipment, and services;
- C. where the requisitioner has recommended a supplier, the Superintendent/Treasurer may make alternate suggestions to the requisitioner if, in their judgment, better service, delivery, economy, or utility can be achieved by changing the proposed order.

Employees may be held personally responsible for anything purchased without a properly-signed purchase order or authorization.

The Board may acquire equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase and the purchase complies with applicable law and Board policy.

**Reverse Auctions**

It is the policy of the Board to permit the use of a reverse auction to purchase services and supplies whenever it is determined that the reverse auction process will be advantageous to the District (e.g., result in a cost savings to the District). To that end, vendors may submit proposals when competing to sell services and/or supplies in an open environment via the Internet. While the reverse auction process may be used to purchase supplies such as equipment, materials, tangible assets and insurance, the process may not be used to purchase real property or interests in real property. The process may also be used to purchase services such as the furnishing of labor, time, or effort by a person, provided such services do not involve the delivery of a specific end product other than a report, and are not being furnished in connection with an employment agreement or collective bargaining agreement and/or which are not subject to a competitive selection procedure required by law.

The Board will provide notice of the request for proposals and award contracts in accordance with the Superintendent's administrative guidelines.

**Procurement - Federal Grants**

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320). (See Policy 6325)

Revised 6/29/17  
Revised 10/24/18  
Revised 3/13/19

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Legal	R.C. 9.25, 9.30, 9.31, 9.311, 9.312, 9.314, 125.04, 153.02 153.12, 153.54, 2909.33 R.C. 3313.37, 3313.375, 3313.46, 3313.172, 3327.08, 4115.32 et. seq., 4116.02 R.C. 4116.03, 4511.76, 5705.41, 5705.45 A.C. 3301-83
Cross References	po6325





# BRIGHT LOCAL SCHOOL DISTRICT

P.O. Box 299, 44 N. High St.

Mowrystown, Ohio 45155

937-442-3114 / Fax: 937-442-6655

Superintendent: JASON ILES

Treasurer: JEFF ROWLEY

Whiteoak Jr./Sr. High Principal: JP GAUCHE

Bright Elementary Principal: WHITNEY GOBIN

Dear Stakeholders,

I am submitting this proposal for an updated budget request to support the development of the Bright Local Schools Remote/Virtual Work Center.

We propose an initial budget allocation of **\$400,000**, with the potential for additional funding based on future budgets and resource availability. This phased approach allows us to begin the project with essential components while maintaining flexibility to expand as additional funds are allocated.

The Remote/Virtual Work Center will serve as a transformative resource for students, staff, and the community by offering:

- **Virtual learning hubs** to support remote education and hybrid learning models.
- **Workspaces equipped with technology** for students, faculty, and community members to collaborate and engage in professional development.
- **Access to virtual workforce development programs**, providing certifications and skills training tailored to the needs of the local job market.

This initiative is crucial for ensuring equitable access to education and workforce opportunities, particularly in a rapidly evolving technological landscape. Your continued support is vital to making this vision a reality and providing lasting benefits for the Bright Local community.

Thank you for your consideration and partnership in advancing this important initiative. Please let me know if additional details are needed or if there are further steps to move this proposal forward.

Sincerely,

*Jason T. Iles*

Jason Iles  
Superintendent  
Bright Local Schools

## Current Timeline for the Workforce Development Center

1. **Architect Selection**
  - **DS2 Architects** has been selected to lead the design and planning of the Workforce Development Center, ensuring a state-of-the-art facility tailored to meet the needs of our students and community.
2. **Next Steps: Approval and Bidding Process**
  - Upon receiving final approval, Bright Local is prepared to initiate the **Going Out to Bid process**. This step will engage contractors to bring the vision to life and ensure competitive pricing for the project.
3. **Breaking Ground**
  - The target is to break ground by **early spring 2024**, enabling the construction process to proceed efficiently and stay on schedule.
4. **Completion Timeline**
  - The goal is to have the Workforce Development Center **under roof** and ready to offer programs and resources by the time school resumes in **August 2025**.





# Workforce Development Board #1

WDB #1

Crystal Keaton, Director

4057-A Gallia Pike  
Franklin Furnace, OH 45629  
(740) 259-6943

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

## Growing Rural Independence Together-Through Jobs (GRIT) Provider Service Contract Extension (Second-Final)

This is an agreement to extend the Growing Rural Independence Together-Through Jobs (GRIT) Project contract from July 1, 2024 to June 30, 2025. Workforce Development Board Area 1 will evaluate the need for GRIT Project procurement in Spring/Summer 2025. The current provider will be given 20 days-notice when Workforce Development Board Area 1 has awarded a new contract(s) for the GRIT Project.

I agree to the modification terms for an extension of the current GRIT Project Contract Agreement.

\_\_\_\_\_  
Denise Reading, CEO Future Plans, Inc.

\_\_\_\_\_  
Date

\_\_\_\_\_  
WDB #1 Board Chair

\_\_\_\_\_  
Date



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  
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Portsmouth, OH 45662

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740-289-2371

740-354-7544

**OhioMeansJobs**

Adams, Brown, Pike & Scioto Counties

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