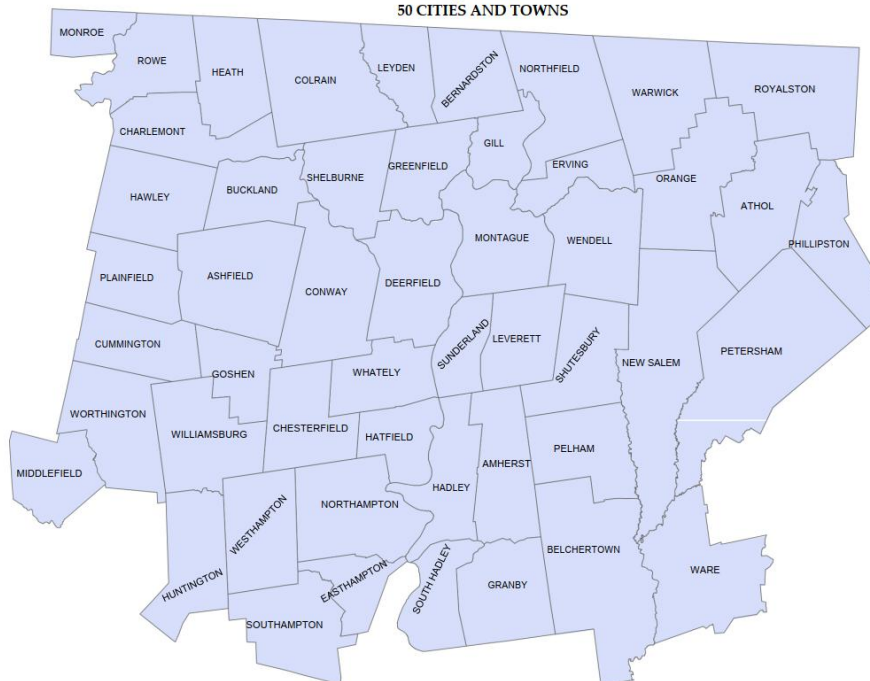


REQUEST FOR PROPOSALS: ONE-STOP CAREER CENTER OPERATOR SERVICES

Issued: July 15, 2026
Deadline for Questions: July 24, 2026
Responses Posted: July 27, 2026
Proposals Due: August 10, 2026
Workforce Board Approval: August 20, 2026
Formal Award Notification: August 21, 2026
Target Start Date: August 31, 2026

Contact: Sarah Wilson, Executive Director
413-774-4361 Extension 310
sarahwilson@masshirefhw.org

THE FRANKLIN HAMPSHIRE WORKFORCE DEVELOPMENT AREA
17% OF STATE'S LAND AREA
1400 SQUARE MILES
50 CITIES AND TOWNS



I. Board History and Mission Statement

The MassHire Franklin Hampshire Workforce Board is the federally recognized Local Workforce Development Board serving Franklin and Hampshire Counties and four North Quabbin communities under WIOA. The Board convenes workforce, education, economic development, labor, and community partners to develop strategies that strengthen the regional workforce system. The mission of the Board is to shape, nurture, and sustain a regional workforce development system that promotes the economic well-being of a diverse workforce and business base.

Building on this mission, the Board carries out numerous functions including but not limited to: workforce research and regional labor market analysis, employer engagement, coordination with education providers, and convening stakeholders to support economic growth in the region. One of the primary responsibilities of the Board is to procure an operator(s) for the workforce area's One-Stop Career Center system. The One-Stop Career Centers are the front lines for the delivery of workforce related services both to job seekers and employers, ensuring that the board is successful in carrying out its mission.

II. Purpose

The MassHire Franklin Hampshire Workforce Board ("Board") seeks to procure an independent One-Stop Career Center Operator ("Operator") to coordinate the local One-Stop delivery system in accordance with the Workforce Innovation and Opportunity Act (WIOA), applicable federal regulations, and Commonwealth of Massachusetts policy.

The Operator shall function as a system coordinator responsible for facilitating collaboration among required One-Stop partners and supporting continuous improvement of the One-Stop delivery system.

The One-Stop Operator serves solely in a system coordination capacity and shall not perform functions reserved to the Local Workforce Development Board, Fiscal Agent, or Career Center Service Provider, except as expressly authorized by applicable law.

The One-Stop Operator will be integral in supporting the system and coordinating these services in alignment with both WIOA and the Commonwealth of Massachusetts State Plan. The mandated partners include:

1. The Adult Program and Dislocated Worker Program (Greenfield Career Center)
2. The Youth Program (Westover Job Corps)
3. The Adult Education and Family Literacy Act Program (The Literacy Project, Center for New Americans, International Language Institute, Franklin County House of Correction, Hampshire County House of Correction)

4. The Wagner-Peyser Act Program (Greenfield Career Center)
5. The Vocational Rehabilitation Program (MassAbility, Massachusetts Commission for the Blind)
6. Federal-state unemployment compensation program (Department of Unemployment Assistance)
7. Trade Adjustment Assistance for Workers Programs & Jobs for Veterans State Grants program (Greenfield Career Center)
8. Temporary Assistance for Needy Families Program (Department of Transitional Assistance)
9. Employment and Training Programs under the Supplemental Nutrition Assistance Program (Department of Transitional Assistance)
10. Senior Community Service Employment Program (Catholic Charities, Department of Elder Affairs)
11. Ex-Offender Program (Community Action Re-Entry Program)

Additional non-required Partners who have and will continue to be part of the WIOA Partner Planning process in the Franklin Hampshire region include Greenfield Community College, Holyoke Community College and Way Finders. These parties are valuable participants but are not among formal required partners currently.

The Board is issuing this Request for Proposals (RFP) to evaluate the qualifications of entities submitting proposals and to select an organization to serve as the region's One-Stop Career Center Operator.

Legal Authority

This procurement is conducted pursuant to:

- Workforce Innovation and Opportunity Act (Public Law 113-128)
- WIOA Section 121(d)
- 20 CFR Parts 678 and 679
- 2 CFR Part 200
- DOL TEGL 15-16
- Massachusetts General Laws Chapter 30B
- Applicable MassWorkforce Issuances
- MassHire Franklin Hampshire Workforce Board Procurement Policy
- Applicable Local Agreement between the Lead Elected Officials, Workforce Board, and Fiscal Agent

III. Role of the One-Stop Operator

The One-Stop Operator (“the Operator”), in a consultant role, will play a critical role in improving the local workforce system’s efforts to coordinate its diverse partners to achieve the shared customer service delivery vision laid out in the WIOA State Plan and reach its ‘to be defined’ performance goals. Specifically, the Operator will:

- Convene up to four meetings per year of mandated partners to support the Memorandum of Understanding (MOU)¹ implementation. The Operator will develop meeting agendas, (in conjunction with the Board staff), meeting activities, facilitate meetings, and provide meeting notes
- Convene quarterly meetings with One-Stop Career Center Management and Department of Career Services Operations Managers to coordinate and ensure the delivery of services related to WIOA.
- Conduct an annual, independent assessment of the Career Center Director for review by the Board.

IV. Funding

The Board intends to obligate no more than \$15,000 annually for this reimbursement-based contract. We expect this work to take approximately 100-150 hours of actual time per year. This estimate is provided solely for planning purposes and does not constitute a guarantee of work. At its discretion, the Board may amend contracts based on performance and funding availability, and/or renew contracts for up to three consecutive contract periods (July 1 through June 30). Proposers must include the proportion of the rate that is staff time, versus other expenses, i.e., fringe, travel, indirect etc.

All agreements are subject to the availability of funds from the Franklin Hampshire Local Workforce Area.

V. Resources

Resource	Website
Pioneer Valley Blueprint	https://www.mass.gov/lists/regional-workforce-blueprints
MHFH Local Plan	https://www.masshirefhw.org/files/documents/strategic-plan/WIOA-4-YEAR-PLAN-Draft-for-Comments.pdf
MA WIOA and One-Stop Policies	https://www.mass.gov/info-details/massworkforce-wioa-

¹ Under WIOA, each mandated partner is required to enter into a Memorandum of Understanding that outlines the service delivery and financial relationship for co-located partners, and service delivery coordination and “cost sharing” for non-co-located partners.

	policy-issuances-by-category
WIOA Law	https://www.dol.gov/agencies/eta/wioa
Career Center information	https://www.dol.gov/agencies/eta/american-job-centers
MA State Plan	https://www.mass.gov/massachusetts-workforce-agenda

VI. Procurement Information and Instructions to Proposers

Minimum Qualifications

Before proposals are evaluated using the comparative evaluation criteria described later in this section, the MassHire Franklin Hampshire Workforce Board ("Board") will determine whether each proposer meets the minimum qualifications established in this Request for Proposals.

Failure to satisfy any minimum qualification may result in the proposal being determined non-responsive and removed from further consideration.

Proposals determined to be responsive and meeting all minimum qualifications will advance to the comparative evaluation process. Technical proposals will be evaluated and scored before price proposals are opened. Price proposals will only be considered for proposers whose technical proposals meet the minimum score established by the Evaluation Committee.

A. Eligible Entities

The proposer must be an entity eligible to serve as a One-Stop Operator under Section 121(d) of the Workforce Innovation and Opportunity Act (WIOA). Eligible entities include public, private, or nonprofit organizations, institutions of higher education, government agencies, community-based organizations, labor organizations, chambers of commerce, private-for-profit entities (including sole proprietorships where legally organized), or consortia of eligible entities.

Documentation Required:

- Description of organizational structure
- Documentation of legal status
- Identification of any proposed subcontractors or consortium members

The selected proposer shall comply with all applicable federal, state, and local laws and regulations, including the Workforce Innovation and Opportunity Act (WIOA) and, as applicable, the Uniform Guidance at 2 CFR Part 200.

B. Organizational Capacity

The proposer shall demonstrate the organizational capacity necessary to successfully perform the services described in this RFP.

At a minimum, the proposer shall demonstrate:

- Financial stability sufficient to perform the contract;
- Adequate staffing resources;
- Experience administering comparable contracts or projects;
- Administrative systems necessary to manage public funds and contractual obligations.

C. Experience

The proposer shall demonstrate experience in one or more of the following areas:

- Workforce development;
- Workforce system coordination;
- Facilitation of multi-partner collaborations;
- Strategic planning;
- Organizational development;
- Public sector consulting;
- Continuous improvement initiatives.

Direct WIOA experience is preferred but is not required, provided the proposer demonstrates equivalent experience coordinating complex, multi-stakeholder initiatives.

D. Knowledge of Applicable Requirements

The proposer shall demonstrate a working knowledge of:

- Workforce Innovation and Opportunity Act (WIOA);
- One-Stop delivery system requirements;
- Principles of integrated service delivery;
- Partner collaboration;
- Continuous improvement methodologies.

E. Good Standing

The proposer shall:

- Be authorized to conduct business within the Commonwealth of Massachusetts;
- Be in good standing with all applicable taxing authorities;
- Not be suspended or debarred from participation in federally funded programs;
- Maintain all licenses or registrations required to perform the services.

Documentation Required:

- Certificate of Good Standing
- Certificate of Compliance with Department of Unemployment Assistance
- Certification regarding suspension and debarment

F. Conflicts of Interest

The proposer shall disclose any actual or potential conflicts of interest that could impair its ability to perform the duties of an independent One-Stop Operator.

The Board reserves the right to determine whether any disclosed conflict renders the proposer ineligible for award.

G. Insurance

Prior to contract execution, the selected proposer shall provide evidence of insurance coverage meeting the requirements established by the Board and Fiscal Agent.

H. Ability to Perform Independently

The proposer must demonstrate its ability to serve as an independent One-Stop Operator consistent with WIOA requirements. The selected Operator shall not perform duties that create an impermissible conflict of interest or otherwise compromise the independence of the One-Stop Operator function.

I. Responsiveness

To be considered responsive, the proposal must:

- Be received by the stated deadline;
- Include all required forms and certifications;
- Follow the submission requirements established in this RFP;
- Address all required proposal elements.

Failure to comply may result in the proposal being rejected as non-responsive.

Procurement Schedule

Event	Date
RFP is issued	July 15, 2026
Deadline for Questions	July 24, 2026
Responses Posted	July 27, 2026
Proposal Due Date	August 10, 2026
Technical Proposal Opening	August 10, 2026
Technical Evaluation	Week of August 10, 2026
Price Proposal Opening	Week of August 17, 2026
Board Award	August 21, 2026
Contract Negotiation	August 24-28, 2026
Anticipated Start Date	August 31, 2026

Proposal Contact

Sarah Wilson, Executive Director
MassHire Franklin Hampshire Workforce Board
101 Munson St., Ste 210
Greenfield, MA 01301
sarahwilson@masshirefhw.org
413-774-4361 x310

No proposer may contact members of the Workforce Board, Review Committee, Fiscal Agent, or Lead Elected Officials regarding this procurement except through the Executive Director. Unauthorized contact may result in disqualification.

Questions

All questions shall be submitted in writing.

Questions received after the deadline will not be answered.

Responses will be posted publicly on the Board website: www.masshirefhwboard.org

No oral interpretations shall be binding.

Addenda

The Board reserves the right to amend this RFP. Amendments shall be issued by written addendum. It is the proposer's responsibility to monitor the Board website.

Proposal Submission & Opening

Proposals shall be submitted in accordance with the requirements of this Request for Proposals (RFP). Failure to comply with these instructions may result in a determination that the proposal is non-responsive.

Each proposer shall submit its proposal in two (2) separately sealed envelopes, enclosed within one (1) outer sealed package.

Proposal Format

The Technical Proposal shall be organized using the following headings:

1. Cover Sheet
2. Executive Summary (maximum 2 pages)
3. Organizational Overview (maximum 3 pages)
4. Eligibility to Serve as One-Stop Operator
5. Organizational Capacity
6. Relevant Experience (maximum 5 pages)
7. Proposed Technical Approach (maximum 5 pages)
8. Key Personnel (maximum 2 pages)
9. References
10. Conflict of Interest Disclosure
11. Required Certifications

A. Technical Proposal

The Technical Proposal shall contain all information requested in this RFP except pricing information. Inclusion of pricing information within the Technical Proposal may result in disqualification.

The envelope containing the Technical Proposal shall be clearly marked:

TECHNICAL PROPOSAL

One-Stop Career Center Operator Services
MassHire Franklin Hampshire Workforce Board
Name of Proposer

B. Price Proposal

The Price Proposal shall be submitted in a separate sealed envelope and shall contain only the information listed below:

- Total proposed annual contract price;
- Hourly rate(s), if applicable;
- Estimated hours by task (if applicable);
- Any reimbursable expenses;
- A brief budget narrative explaining the basis for the proposed cost.

Funding for this contract is anticipated not to exceed **\$15,000 annually**, subject to the availability of funds and Board approval. Proposers shall submit a Price Proposal that reflects the services described in this RFP.

The envelope containing the Price Proposal shall be clearly marked:

PRICE PROPOSAL

One-Stop Career Center Operator Services
MassHire Franklin Hampshire Workforce Board
Name of Proposer

C. Outer Package

Both sealed envelopes shall be enclosed within one sealed outer package clearly marked:

One-Stop Career Center Operator Services RFP

Proposal Due: August 10, 2026 at 12:00pm ET

Proposals shall be delivered to:

Sarah Wilson, Executive Director
MassHire Franklin Hampshire Workforce Board
101 Munson Street, Suite 210
Greenfield, MA 01301

Proposals must be received no later than **12:00 p.m. Eastern Time on August 10, 2026.**

Late proposals will not be accepted and will be returned unopened.

Postmarks or shipping dates will not be considered. It is the sole responsibility of the proposer to ensure timely delivery.

D. Proposal Opening

Technical Proposals will be publicly opened and recorded at the time and place specified by the Board. A register of all proposals received will be maintained.

Price Proposals shall remain sealed and confidential until completion of the technical evaluation process. Only after the evaluation committee has completed its review and scoring of the Technical Proposals will the Price Proposals be opened in accordance with Massachusetts General Laws Chapter 30B.

E. Withdrawal or Modification

A proposer may withdraw or modify its proposal by written request received by the Executive Director prior to the proposal submission deadline.

After the submission deadline, proposals may not be modified except as permitted by applicable law.

F. Questions Regarding this Procurement

Questions regarding this RFP must be submitted in writing to the Executive Director no later than **July 24, 2026.**

Questions shall be submitted by email to:

Sarah Wilson
Executive Director
sarahwilson@masshirefhw.org

Responses to all substantive questions will be issued through a written addendum and posted publicly on the Board's website on **July 27, 2026.** Oral interpretations or clarifications shall not be binding.

A. Statement of Work**Scope of Services**

The selected Operator shall perform the following services.

Task 1 – Coordinate the One-Stop Partner Network

The Operator shall facilitate coordination among required and additional One-Stop partners to promote an integrated workforce delivery system.

Activities include:

- Convening quarterly meetings of required partners;
- Developing meeting agendas in collaboration with Board staff;
- Facilitating meetings;
- Encouraging coordinated planning and problem solving;
- Documenting action items and follow-up responsibilities; and
- Preparing meeting minutes.

Task 2 – Support Memorandum of Understanding (MOU) Implementation

The Operator shall assist the Board in supporting implementation of the One-Stop Memorandum of Understanding (MOU).

Activities include:

- Reviewing implementation progress;
- Identifying coordination issues;
- Facilitating discussion among partners; and
- Assisting in the identification of opportunities for improved service integration.

The Operator shall not negotiate or approve the MOU on behalf of the Board.

Task 3 – Coordinate Career Center System Meetings

The Operator shall facilitate quarterly coordination meetings involving Career Center management and other appropriate workforce system partners.

Meetings shall focus on:

- coordination of services
- referral processes
- customer flow
- communication among partners
- implementation of agreed-upon system improvements

Task 4 – Evaluate One-Stop System Coordination

The Operator shall conduct an annual assessment of the effectiveness of One-Stop system coordination. The assessment shall include recommendations for consideration by the Workforce Board.

The assessment should consider:

- partner engagement
- implementation of the MOU
- effectiveness of communication
- customer-centered coordination
- opportunities for continuous improvement

Task 5 – Career Center Director Evaluation

The Operator shall conduct an annual evaluation of the Career Center Director consistent with procedures established by the Workforce Board. The evaluation shall be submitted to the Workforce Board for review. The Operator shall not supervise the Career Center Director or participate in personnel actions.

Task 6 – Continuous Improvement

The Operator shall identify opportunities to improve coordination among workforce partners and recommend strategies to strengthen the One-Stop delivery system.

Recommendations may address:

- customer experience
- referral processes
- communication
- accessibility
- cross-training
- partner engagement

Deliverables

Deliverable	Frequency
Partner Meeting Agendas	Quarterly
Partner Meeting Facilitation	Quarterly
Meeting Minutes	Quarterly
MOU Implementation Support	Ongoing
Career Center Coordination Meetings	Quarterly
Annual One-Stop System Assessment	Annual
Career Center Director Assessment	Annual
Continuous Improvement Recommendations	Annual
Additional Consultation Requested by the Board	As Needed

Performance Standards***The Operator shall:***

- perform services professionally and impartially;
- maintain regular communication with the Board;
- complete deliverables by agreed-upon deadlines;
- maintain confidentiality where required;
- comply with applicable federal, state, and local requirements;
- maintain complete records sufficient to document performance of the contract; and
- respond to Board requests within agreed-upon timeframes.

The Board will:

- provide access to required planning documents;
- coordinate scheduling with partners;
- provide meeting space or virtual meeting technology;
- review deliverables;
- provide feedback on completed work.

Period of Performance

The anticipated contract period for this fiscal year shall be:

August 31, 2026 – June 30, 2027

The Board may renew the contract for up to three additional one-year periods, subject to:

- satisfactory performance;
- availability of funding;
- approval by the Workforce Board; and
- applicable procurement requirements.

B. Comparative Evaluation Criteria

Only proposals determined to be responsive and submitted by responsible proposers meeting the minimum qualifications will be evaluated using the comparative evaluation criteria below. The Workforce Board Review Committee will evaluate each proposal using the following rating categories:

- **Highly Advantageous** – Proposal substantially exceeds the stated requirements and demonstrates exceptional capability, experience, or approach.
- **Advantageous** – Proposal fully meets the stated requirements and demonstrates a strong capability to perform the work.
- **Not Advantageous** – Proposal partially meets the stated requirements but contains weaknesses, omissions, or limited experience that may affect successful performance.
- **Unacceptable** – Proposal fails to meet the stated requirements or demonstrates an inability to successfully perform the work.

Evaluation criteria are listed below in descending order of importance.

Criterion 1 – Experience Coordinating Workforce or Multi-Partner Systems

The Board will evaluate the proposer's demonstrated experience coordinating workforce systems, public sector partnerships, or other complex multi-stakeholder collaborations.

The evaluation will consider:

- Experience facilitating organizations with differing priorities
- Experience achieving measurable collaborative outcomes
- Relevant workforce development experience
- Experience working with public agencies, nonprofit organizations, educational institutions, and/or employers

Criterion 2 – Proposed Approach to One-Stop System Coordination

The Board will evaluate the quality and feasibility of the proposed approach for coordinating the local One-Stop delivery system.

The evaluation will consider:

- Understanding of the Operator role
- Strategy for supporting collaboration among required partners
- Methods for improving communication
- Approach to facilitating coordinated service delivery
- Ability to build consensus among partners

Criterion 3 – Understanding of WIOA and the Local Workforce System

The Board will evaluate the proposer's understanding of:

- Workforce Innovation and Opportunity Act requirements
- One-Stop delivery system requirements
- Required partner responsibilities
- Integrated service delivery
- Local workforce development priorities

Criterion 4 – Facilitation and Meeting Management

The Board will evaluate the proposer's ability to effectively facilitate meetings that produce meaningful outcomes.

The evaluation will consider:

- Meeting planning

- Agenda development
- Consensus building
- Documentation
- Follow-up
- Conflict resolution

Criterion 5 – Continuous Improvement and Performance Measurement

The Board will evaluate the proposer's ability to assess organizational performance and recommend system improvements.

The evaluation will consider:

- Continuous improvement methodologies
- Performance measurement
- Data-informed decision making
- Ability to identify barriers and recommend solutions

Criterion 6 – Organizational Capacity

The Board will evaluate the organization's ability to successfully perform the contract.

The evaluation will consider:

- Organizational stability
- Availability of qualified personnel
- Relevant organizational experience
- Ability to meet required timelines
- References

Criterion 7 – Cost Proposal

Following completion of the technical evaluation, the Board will evaluate the separately submitted Cost Proposals.

The Board will consider:

- Overall cost
- Reasonableness of proposed rates
- Relationship between cost and proposed level of service
- Cost effectiveness

Cost will not be considered until completion of the technical evaluation.

Interviews

The Board reserves the right to invite one or more proposers to participate in interviews or presentations for the purpose of clarifying proposals.

Any interview or presentation will be conducted using a consistent process and substantially similar questions for all invited proposers.

Best and Final Offers

If determined to be in the best interest of the Board, the Board reserves the right to request Best and Final Offers from one or more proposers before making a final award recommendation.

Recommendation for Award

Following completion of the evaluation process, the Review Committee will prepare a written recommendation. The contract will be awarded to the responsive and responsible proposer whose proposal is determined to be the most advantageous to the Board, taking into consideration the published evaluation criteria and price.

The Workforce Board reserves the right to accept or reject the recommendation of the Review Committee and to make the final award in accordance with applicable federal and state law.

Appendix 1: WIOA One-Stop Operator - Cover Sheet**Applicant Name:** _____**Address:** _____**Taxpayer Identification Number (Federal Identification No):** _____**Contact Person:** _____**Telephone/Cell Phone:** _____**Fax:** _____**E-mail Address:** _____**Proposed Annual Contract Price:** _____

The following proposal is hereby submitted in response to FHWB WIOA-RFP #2027-01 to provide One Stop Career Center Operator Services for the Franklin Hampshire Workforce Region.

CERTIFICATION: I certify that the information contained in this proposal, fairly represents this entity and its operating plans and budget necessary to conduct the proposed One Stop Operator described herein. I acknowledge that I have read and understand the requirements of the RFP and that this entity is prepared to implement the proposed activities as described herein. I further certify that I am authorized to sign this proposal and any contractual agreement emanating there from on behalf of the entity submitting the proposal.

_____/_____

(SIGNATURE and DATE of Signatory Official)

Date

_____/_____

(Typed or Printed NAME and JOB TITLE of Signatory Official)

Date

Appendix 2: Submission Checklist

One original packet including copies of the below:

- ☐ **Signed Cover Sheet (Appendix 1)**
- ☐ **Checklist (Appendix 2)**
- ☐ **Executive Summary**
- ☐ **Organizational Overview**
- ☐ **Description of Organizational Capacity, Structure, and Legal Status**
- ☐ **Narrative**
- ☐ **Description of the following:**
 - **Facilitation and Meeting Management Experience**
 - **Continuous Improvement and Performance Measurement Experience**
 - **Key Personnel that will Perform the Work**
- ☐ **Resumes of Proposed Staff (if applicable)**

One original copy of each document below:

- ☐ **Certificate of Good Standing**
- ☐ **Statement of Assurances (Appendix 3)**
- ☐ **Certificate of Lobbying Activities (Appendix 4)**
- ☐ **Drug Free Workplace Certification (Appendix 5)**
- ☐ **Three References**

I certify that this Technical Proposal is complete and contains all information required by the RFP.

Proposer: _____

Authorized Representative: _____

Signature: _____

Date: _____

Appendix 3: WIOA One-Stop Operator – Statement of Assurances**1. NON-COLLUSION:**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

2. TAX COMPLIANCE:

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

3. Statement of Assurances

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Innovation and Opportunity Act, Local Workforce Development Boards, and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal. A resolution, motion or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.

In addition, the authorized representative assures, certifies and understands that: Workforce Innovation and Opportunity Act (WIOA) recipients are obligated to maintain the following assurance for the period during which WIOA Title I financial assistance is extended. Each request for proposal, proposal and application for financial assistance under WIOA Title I shall contain the following assurances.

As a condition to the award of financial assistance from the Department of Labor under Title I of WIOA, the recipient assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity; Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities; the Age Discrimination Act of 1975, as amended, which prohibits discrimination on the bases of age; and Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs."

The recipient also assures that it will comply with WIOA implementing regulations and all other regulations implementing the laws listed above. This assurance applies to the recipients operation of the WIOA Title I financially assisted program or activity, and to all agreements the recipient makes to carry out the WIOA Title I financially assisted program or activity. The recipient understands that the United States has the right to seek judicial enforcement of this assurance.

Debarment, Suspension, and Other Responsibility Matters: *This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85), Department of Health and Human Services (45 CFR Part 76).*

*By signing the **Statement of Compliance and Disclaimer Form** the applicant certifies that neither it nor its principals:*

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;*
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this section; and*
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.*

Nondiscrimination: *By signing the Statement of Compliance and Disclaimer Form the applicant certifies that it shall comply with the nondiscrimination provisions outlined in the WIOA of 2014 including Title I, Sec. 188.*

Conflict of Interest: *All applicants will disclose to the FHWB if there is a:*

- (1) Manager, employee or paid consultant of the Respondent is a member or employee of the FHWB;*
- (2) Manager or paid consultant of the Respondent is married to a member or employee of the FHWB;*
- (3) Member of the FHWB, or an employee of the FHWB, owns or has any control in the Respondent's organization;*
- (4) A spouse of a member of the FHWB, or employee of the FHWB receives compensation from Respondent for lobbying activities;*

(5) Respondent has disclosed within the proposal response any interest, fact or circumstance which does or may present a potential conflict of interest;

(6) Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with the FHWB and shall immediately refund the FHWB any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by the FHWB relating to that contract.

Lobbying: *This certification is required by the Federal Regulations, Implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).*

Drug-Free Workplace: *This certification is required by the Federal Regulations, Implementing Section 5150-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85,668 and 682), Department of Health and Human Services (45 CFR Part 76).*

By signing the Statement of Compliance and Disclaimer Form the applicant certifies that it shall provide a drug-free workplace by:

(1) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

(2) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

(3) Providing each employee with a copy of the Contractor's policy statement;

(4) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five (5) days after any conviction for a violation by the employee of a criminal drug statute in the workplace;

(5) Notifying the FHWB within ten (10) days of Contractor's receipt of a notice of a conviction of an employee; and,

(6) Taking appropriate personnel action against an employee of violating a criminal drug statute or require such employee to participate in drug abuse assistance or a rehabilitation program.

These certifications are material representations of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

WIOA Sec. 188 29 CFR Part 38 Discrimination Against Participants: *If the Secretary determines that any recipient under WIOA Title I has discharged or in any other manner discriminated against a participant or against any individual in connection with the*

administration of the program involved, or against any individual because such individual has filed any complaint or instituted or caused to be instituted any proceeding under or related to WIOA Title I, or has testified or is about to testify in any such proceeding or investigation under or related to WIOA Title I, or otherwise unlawfully denied to any individual a benefit to which that individual is entitled under the provision of WIOA Title I or the Secretary's regulations, the Secretary shall, within 30 days, take such action or order such corrective measures, as necessary, with respect to the recipient or the aggrieved individual, or both.

WIOA Sec.188 (a):

(1) Federal financial assistance. For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681et seq.), or on the basis of race, color or national origin under Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

(2) Prohibition of discrimination regarding participation, benefits and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under Title IX of the Education Amendments of 1972), national origin, age, disability, or political affiliation or belief.

(3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under WIOA Title I to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing service to participants).

(4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under WIOA Title I, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

(5) Prohibition on discrimination against certain non-citizens. Participation in programs and activities or receiving funds under WIOA Title I shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylum seekers, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participation sectarian activities. Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).

With regard to Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the provider agrees to comply with the implementing regulations that require that each program of training services, when funded in all or in part with federal funds, shall be accessible to qualified individuals with disabilities. The provider further agrees to meet all applicable requirements regarding facility access.

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA Title I financially assisted program or activity, and to all agreements, the applicant makes to carry out the WIOA Title I financially assisted program or activity

Documentation of Financial Stability:

Signing the Statement of Compliance and Disclaimer Form certifies that the applicant shall comply with the provisions of Sec. 122 of the Workforce Innovation and Opportunity Act of 2014.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Signing the Statement of Compliance and Disclaimer Form certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude FHWB from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the FHWB by the applicant causes harm to a third party, then applicant will be held liable for any FHWB action resulting from reliance on that information.

The undersigned party acknowledges and assures that (Provider Name)

and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

- *WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;*
- *Title VII of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;*
- *Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;*

- *The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;*
- *The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;*
- *Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;*
- *Debarment and Suspension (Executive Orders 12549 and 12689) – A contract award (see 2 CFR § 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.52.²*
- *29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title I-financially assisted program or activity, and to all agreements the contractor makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.*

Contractor Organization _____ Federal ID Number _____

Name and Title of Authorized Representative _____

Signature: _____ Date: _____

Appendix 4: Certification Regarding Lobbying**Certification for Contracts, Grants, Loans and Cooperative Agreements**

Complete below or complete and attach the Certificate of Lobbying Activities (SF-LLL):

<https://www.state.gov/wp-content/uploads/2019/01/Certification-Regarding-Lobbying.pdf>

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Contractor Organization _____

Name and Title of Certifying Official _____

Signature _____

Date _____

Appendix 5: CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 29 CFR 98.630, The regulations, published in the January 31, 1989 Federal Register require certification by grantees, prior to award, that they will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of grants, or government-wide suspension or debarment (29 CFR Part 98.630).

The grantee certifies that it will or will continue to provide a drug-free workplace by:

- A.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
- B.** Establishing an ongoing drug-free awareness program to inform employees about-
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- C.** Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by Paragraph A;
- D.** Notifying the employee in the statement required by Paragraph A that, as a condition of employment under the grant, the employee will-
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- E.** Notifying the agency in writing, within ten calendar days after receiving notice (under subparagraph D, section 2), from an employee or otherwise receiving actual notice of such conviction;

- F.** Taking one of the following actions, within 30 calendar days of receiving notice (under subparagraph D, section 2), with respect to any employee who is so convicted-
- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- G.** Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A, B, C, D, E, and F.

Contractee

Name of Certifying Official (Signature)

Date