

**REQUEST FOR PROPOSALS (RFP)**  
**Staff to the Workforce Development Board**  
**Workforce Development Area 16**  
**Belmont, Carroll, Harrison, and Jefferson Counties**  
**Release Date: March 13, 2026**  
**Proposals Due: April 27, 2026 - 12:00 PM EST (Noon)**

**I. INTRODUCTION**

The Belmont County Department of Job and Family Services (Fiscal Agent), on behalf of Workforce Development Area 16 – Council of Governments (COG) and the Workforce Development Board (WDB) Area 16, is soliciting proposals from qualified individuals or organizations to provide professional Staff to the Workforce Development Board services under the Workforce Innovation and Opportunity Act (WIOA).

**II. CONTRACT PERIOD**

Initial Contract Period: July 1, 2026 – June 30, 2027.

The contract may be renewed for up to three (3) additional one-year periods, contingent upon satisfactory performance, availability of WIOA funding, and approval by the Workforce Development Board, Council of Governments, and Fiscal Agent. The contract amount will be determined through negotiation with the selected proposer and subject to available WIOA funding.

**III. SCOPE OF SERVICES**

- Develop and submit local and regional plan.
- Provide oversight of WIOA Adult, Dislocated Worker, Youth, and Comprehensive Case Management and Employment Program (CCMEP) programs.
- Develop policies and procedures to monitor and ensure compliance with federal and state regulations.
- Negotiate and execute local WIOA performance agreements with ODJFS.
- Facilitate MOUs with required workforce partners.
- Competitively procure service providers and OhioMeansJobs Center operators.
- Oversee contracts and monitor performance accountability.
- Develop budget activities of the Board.
- Certify OhioMeansJobs Centers.
- Manage and perform routine content updates to OMJ16.com.
- Provide administrative support to the Workforce Development Board including participating in both virtual and in-person meetings.

**IV. LIMITATIONS**

The Staff to the Board and any personnel hired under this contract shall not provide direct WIOA services, serve as the OhioMeansJobs Center operator, or have a conflict of interest with service providers.

**V. QUALIFICATIONS**

- Demonstrated knowledge of WIOA laws and regulations.
- Bachelor's degree or equivalent relevant experience.
- Minimum three (3) years of workforce development or public administration experience.
- Experience with government grants, budgeting, and compliance.
- Experience working with governing boards.
- Strong written and verbal communication skills.

## VI. PROPOSAL REQUIREMENTS

- Cover Letter / Letter of Interest
- Organizational Background and Experience
- Response to Scope of Services
- Resumes of Key Personnel
- Proposed Budget (line-item format)
- References (minimum of three)
- Conflict of Interest Disclosure

## VII. EVALUATION CRITERIA

Proposals will be evaluated based on qualifications, WIOA experience, demonstrated capacity, budget reasonableness, and overall proposal quality.

## VIII. GENERAL CONDITIONS

The Board reserves the right to reject any or all proposals, negotiate with selected respondents, and request additional documentation as necessary. Workforce Development Board Area 16 is an Equal Opportunity Employer/Program.

## IX. PROPOSAL SUBMISSION REQUIREMENTS

To be considered for approval, proposals must be **received** by the Belmont County Department of Job and Family Services **no later than 12:00 PM EST (noon) on April 27, 2026 by email only.**

Questions concerning this RFP should be submitted no later than April 10, 2026 to [jeffery.Felton2@jfs.ohio.gov](mailto:jeffery.Felton2@jfs.ohio.gov). Responses to all questions will be posted within 2 business days on the WDB16 website at [www.omj16.com](http://www.omj16.com).

### Electronic Submission

Proposals shall be submitted electronically as one (1) complete PDF file via email to:

**[jeffery.Felton2@jfs.ohio.gov](mailto:jeffery.Felton2@jfs.ohio.gov)**

The subject line of the email must include:

**“Staff to the Workforce Development Board – Proposal Submission”**

Proposals received after the stated deadline will not be considered.

### Receipt Confirmation

Proposers are responsible for ensuring their proposal is successfully submitted. A confirmation of receipt will be provided via email. Proposals that are not successfully received due to technical issues will not be considered.