**REQUEST FOR PROPOSALS (RFP)**  
**Title I Service Provider Monitoring Services**  
**Program Years 2021–2024**

**Issued By:**  
Central Arkansas Workforce Development Board (CAWDB)  
In partnership with the Central Arkansas Planning and Development District (CAPDD)

**RFP Release Date:** September 28, 2025  
**Proposal Due Date:** October 31, 2025 by 4:30pm CST

**I. Purpose**

The Central Arkansas Workforce Development Board (CAWDB), in collaboration with the Central Arkansas Planning and Development District (CAPDD), is seeking proposals from qualified firms or individuals to provide **independent monitoring services** for **WIOA Title I Service Providers** for **Program Years PY21 through 2024**.

The objective is to ensure compliance with applicable federal, state, and local regulations and assess the effectiveness, efficiency, and accountability of service delivery under the Workforce Innovation and Opportunity Act (WIOA).

**II. Background**

The Central Arkansas Planning and Development District is a non-profit organization established and funded through State and Federal funding and governed by local County and Municipal governments since 1968 Under WIOA and related U.S. Department of Labor regulations, CAWDB is required to conduct oversight and monitoring of Title I-funded services. These services include Adult, Dislocated Worker, and Youth programs delivered throughout the Central Arkansas Workforce Development Area, which includes Faulkner, Lonoke, Monroe, Prairie, Pulaski (with the exception of the City of Little Rock), and Saline counties.

Monitoring is intended to ensure proper management, program performance, fiscal integrity, and compliance with federal and state policies.

**III. Scope of Services**

The selected vendor will provide **comprehensive programmatic and fiscal monitoring** of WIOA Title I service providers for PY21 through PY24. Activities shall include, but are not limited to:

* Reviewing service provider compliance with WIOA regulations and applicable Uniform Guidance (2 CFR Part 200, 2 CFR 200.331(b) and 2 CFR Part 2900.) The Workforce Innovation and Opportunity Act, Federal Regulations, and Training & Employment Guidance (TEGL) can be located on the U.S. Department of Labor’s website at https://www.dol.gov/agencies/eta/wioa/guidance. The State of Arkansas information can be located at <https://dws.arkansas.gov/workforce-services/workforce-innovation-wioa/wioa-plans-annual-reportsmore-information/>.
* Reviewing service provider compliance with the State Monitoring Tool. The monitoring services provided must meet the minimum procedures outlined in Section A of the Division of Workforce Services (ADWS) Office of Employment Assistance Program and Financial Monitoring instrument for Workforce Innovation and Opportunity Act Title I-B and Other Agency funded programs. A copy of the monitoring instrument has been included as Attachment A to this RFP for your convenience.

NOTE: ADWS is the owner /creator of the monitoring instrument, and any changes made to the instrument by ADWS will need to be incorporated into monitoring services.

* Evaluating Adult, Dislocated Worker and Youth participant files for eligibility, priority of service, and allowable activities.
* Assessing internal controls, procurement practices, and allowability of costs, and financial management systems.
* Reviewing performance metrics and outcomes related to federal and state performance indicators.
* Conducting entrance and exit conferences with CAWDB leadership and service provider staff.
* Preparing a written monitoring report that includes findings, recommendations, best practices, and corrective action requirements (if applicable.)

**IV. Deliverables**

* Monitoring Plan and Schedule
* Entrance/Exit Conference Agendas
* Draft Monitoring Report(s) for each program year (PY21–PY24)
* Final Monitoring Reports with required follow-up documentation including work papers, notes and spreadsheets

**V. Qualifications**

Acceptable proposals must come from entities such as consultants, auditors, and/or entities that meet the independence standards specified in the Generally Accepted Government Auditing Standards (GAGAS), or from public accountants who also meet such required standards.

Proposers must demonstrate:

* Knowledge of WIOA Title I programs and federal compliance requirements
* Experience conducting monitoring or auditing services for workforce development boards or similar public-sector entities
* Familiarity with OMB Uniform Guidance and the U.S. Department of Labor's Training and Employment Guidance Letters (TEGLs)
* The ability to work independently and deliver thorough, objective, and timely reports

**VI. Proposal Requirements**

Each proposal must include the following sections:

1. **Title Page**

Include legal name of offeror/organization, type of offeror/organization, federal identification number, complete address, authorized contact person with title, phone number, email address, total amount of proposal.

1. **Cover Letter**  
   Brief introduction of the firm or individual and statement of interest
2. **Executive Summary**  
   State your understanding of the work to be completed, including how your organization will fulfill and perform the monitoring services to meet the minimum procedures noted in the ADWS Monitoring Instrument referenced in Scope of Services, as well as comply with regulations and guidance noted in Regulations & Compliance. Provide a summary of your organization’s relevant experience in providing monitoring services to workforce programs, including WIOA Title I-B and One-Stop Operators, and/or monitoring programs funded by Federal, State, or other granting agencies. Provide a detailed Work Plan, description of methodology, tools, and proposed timeline for completing monitoring activities
3. **Qualifications and Experience**  
   Resumes of key staff; relevant past projects; client references
4. **Cost Proposal**  
   Fixed cost or hourly rate, broken down by program year or deliverable
5. **Certifications and Assurances**  
   Conflict of interest statement, proof of insurance, and any required compliance certifications
6. **Disclosures**

Provide the name, title, address, phone number, and email address of your authorized representative. Include a declaration that this person has the authority to bind your organization. This person should sign the response proposal and be the primary contact for contract negotiations. Disclose the following matters as they relate to your organization, owners, and staff:

* Ability or lack thereof to be properly bonded or insured.
* Any instance or current allegations of fraud or abuse.
* Any union disputes or issues.
* Any relationships or common affiliations with current CAPDD staff or members or CAWDB members,
* Any current or recent (within 1 year) relationships or affiliations with ADWS or any other Arkansas Workforce Center partner agencies.
* Any disallowed and/or questioned costs in the past five (5) years.
* Any present debarments/suspensions, proposed debarments/suspensions, declarations of ineligibility, or voluntary exclusions from participation by a federal department or agency.

**VII. Submission Instructions**

* Only complete proposals should be submitted. Contextual changes or additions will not be accepted after submission unless specifically requested by the Central Arkansas Workforce Development Board.
* A person legally authorized to bind the offeror shall sign the proposal
* One signed original in PDF format
* Proposals will only be accepted via email

Submit one (1) electronic copy (PDF) via email to:  
**Carmen.Edwards@capdd.org**  
Subject Line: *RFP – Title I Monitoring Services Proposal*

Proposals must be received **no later than 4:30 pm CST on October 31, 2025**. Late submissions will not be considered.

**Questions may be submitted in writing to the above email address by October 17, 2025.**

Prospective offerors are invited to submit questions and requests for additional information relative to this RFP during the Inquiry Period October 13-17, 2025 by emailing Carmen Edwards at [Carmen.Edwards@capdd.org](mailto:Carmen.Edwards@capdd.org) The deadline for emailing inquiries is **October 17, 2025 by 4:30 pm CST.** All questions and requests for additional information will be posted along with their respective answers on the CAPDD website, [www.capdd.org](http://www.capdd.org) no later than October 21, 2025 by 4:30 pm CST.

NOTE: QUESTIONS WILL NOT BE ACCEPTED OR ANSWERED BY PHONE.

**VIII. Evaluation Criteria**

Proposals will be evaluated based on the following:

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| **Section** | **Points** |
| Title Page | 5 |
| Cover Letter | 5 |
| Executive Summary | 15 |
| Qualifications and Experience | 35 |
| Cost Proposal | 20 |
| Certifications and Assurances | 10 |
| Disclosures | 10 |
| **Total possible points earned** | **100** |

**IX. Terms and Conditions**

* CAWDB reserves the right to reject any or all proposals.
* This RFP does not commit CAWDB to award a contract or pay any costs incurred in preparing a response.
* The selected contractor must comply with all applicable federal, state, and local laws and regulations.

**X. Rights and Disclaimers**

The CAWDB reserves the following rights and makes the following disclaimers:

1. The right to accept or reject any or all proposals.
2. Selection of an offeror’s proposal does not guarantee a contract to provide services. CAWDB and the offeror of the selected proposal will begin negotiations to determine the terms of the final contract. Should an agreement not be reached, CAWDB may choose to select another offeror or reissue the RFP.
3. CAWDB rejects any legal liability in refusing to award a contract or to pay any of the offeror’s costs in preparing or submitting a response resulting from this RFP. Offerors must not start any procedures before a final contract has been signed by both the offeror and the WCWDB.
4. CAWDB will not be held financially responsible for any costs incurred prior to a contract being signed by both the offeror and CAWDB. If any procedures are initiated prior to signing the contract, the negotiations will be null and void.
5. Regardless of a proposal being accepted or declined, all offerors will receive notification via email of their proposal’s status.
6. The successful offeror must be prepared to accept sole responsibility for performance under the contract, including financial and all other liabilities.

**XI. Grievance Procedures**

The CAWDB or the CAWDB Executive Committee is the responsible authority for handling complaints or protests regarding the proposal selection process. No protest shall be accepted by the Arkansas Workforce Development Board (AWDB) until all remedies at the CAWDB level have been exhausted. This includes, but is not limited to, false or inaccurate information, disputes, claims, protests of award, source evaluation or other matters of a contractual nature. Matters concerning violation of law shall be referred to such authority as may have proper authority. The CAWDB or the CAWDB Executive Committee would like the opportunity to respond to any inquiry or resolve any dispute prior to the filing of an official complaint by the protestor. The protestor should contact, in writing, the designated contact person, so that arrangements can be made for a conference between the CAWDB and/or the CAWDB Executive Committee and the protestor. Offerors not selected by this procurement may appeal the decision by submitting, within ten (10) calendar days of receipt of the CAWDB notification of the procurement decision, a written request for debriefing to obtain information on the procurement process and how their proposal was received and ranked. The CAWDB or CAWDB Executive Committee’s disposition of the protest is final and will be provided to the protestor’s lead representative in writing via certified mail.

**XII. Assurances**

As a condition of the award of financial assistance from the Department of Labor under Title I of WIOA, the grant applicant assures that it has the ability to comply with the nondiscrimination and equal opportunity provisions of the following laws and will remain in compliance for the duration of the award of federal financial assistance.

Section 188 of the Workforce Innovation and Opportunities Act (WIOA) which prohibits discrimination against all individuals in the Unites State on the basis of race, color, religion, sex, (including pregnancy, childbirth, and related m009edical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or against beneficiaries on the basis of either citizenship status 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 basis of race, color and national origin;
* Section 504 of Rehabilitation Act of 1973, as amended, prohibits discrimination against qualified individuals with disabilities;
* The Age discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
* Title IX of the Education Amendment of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant applicant ensures that, as a recipient of WIOA Title I financial assistance, it will comply with 29 CFR part 38 and all other regulations implementing the laws listed above. The assurance applies to the grant applicant’s operation of the WIOA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

The assurance is considered incorporated by operation of the law in the grant, cooperative agreement, contract or other arrangement whereby Federal financial assistance under Title I of WIOA is made available, whether it is explicitly incorporated in such document and whether there is a written agreement between the Department and the recipient, between the Department and the Governor, between the Governor and the recipient, or between recipients. The assurance may also be incorporated in such grants, cooperative agreements, contracts, or other arrangements by reference.

**XIII. Contact Information**

**Central Arkansas Workforce Development Board**  
c/o Central Arkansas Planning and Development District  
P. O. Box 300

Lonoke, AR 72086  
Email: Carmen.Edwards@capdd.org  
Phone: (501) 676-2721

**Appendix**

See Attachment A - Arkansas ADWS Program and Financial Monitoring Instrument