CENTER OF WORKFORCE INNOVATIONS

Request for Proposals (RFP)

for

Success Coaches

Release Date: October 2, 2026

Turning Research, Relationships, and Resources into Results.

PART I: OVERVIEW

A. About the Organization

Center of Workforce Innovations (CWI) is a 501(c)3 workforce development organization in the Northwest Indiana counties of Jasper, Lake, La Porte, Newton, Porter, Pulaski, and Starke governed by a Board of Directors.

CWI is a multi-faceted organization serving as an intermediary to convene community organizations, educators, and employer & industry groups to facilitate education and workforce solutions, build talent pipelines, provide data and labor market information, offer information about resources, and seed best practices that assist in formulating solutions. CWI also directly delivers services such as career advising, provides credit recovery programming, and has community learning centers for adult education services. Finally, CWI provides programmatic and fiscal oversight for sub-recipients of adult education providers and youth-oriented workforce providers, and for the American Job Centers, known as WorkOne in Indiana.

Center of Workforce Innovations (CWI) is a 501(c)(3) is issuing this Request for Proposal (RFP) to solicit interest by experienced organizations to provide a Success Coach in Gary and Michigan City Indiana to individuals who need assistance in becoming job ready in order to participate in employment related boot camps leading to employment. The number of Success Coaches may increase depending on the number of employment related boot camps held.

B. Questions

Questions relating to this RFP may be submitted prior to the deadline of **October 13, 2026.** Questions must be in writing and directed to Tamara Stump tstump@cwicorp.com

C. Responsive Proposals

To be considered responsive, proposals must meet the following minimum criteria:

1. A proposal with electronic signature must be e-mailed to Tamara Stump at tstump@cwicorp.com with an **incoming timestamp of 4:00 pm CST or earlier on October 23, 2026.** The timely delivery of a proposal is entirely the responsibility of the proposer. Proposals received after the date and time will not be accepted.

2. Providing incomplete or erroneous information or omitting important information could result in disqualification of the proposal or contract termination.

3. Acceptable proposals will meet the specifications contained in this RFP and the requirements of all applicable statutes, regulations, and policies.

D. Selection Process and Contract Award

No changes, modifications, or additions to a proposal may be made by the proposer after the proposal deadline unless requested by Board staff. Proposals will be evaluated by a Proposal Review Panel comprised of CWI staff and other preselected reviewers. Cost Effectiveness will be a factor in selection criteria. Proposers should not have any communication with the Proposal Reviewers, CWI staff or Board committee members regarding proposals, recommendations or any other issues related to the RFP process. Such communication will disqualify the Proposer.

Contracts may be awarded based on offers received, without discussion of such offers with the proposers. Each offer should be submitted in the most favorable terms, from a price and technical standpoint that the proposer can make. The Board reserves the right to request additional data, oral discussion, or presentation in support of written proposals at a pre-contract meeting.

E. Conditions of this RFP

The cost of developing proposals in response to this RFP is entirely the responsibility of the Proposer and shall not be chargeable to CWI or Board under any circumstances. CWI reserves the right to accept or reject any or all proposals submitted, to negotiate with all qualified bidders, or to cancel in part, or in its entirety, this RFP. Issuance of this RFP does not commit an award to contract, to pay any costs incurred in advance of the execution of a contract, or to procure or contract for goods and/or services.

The following conditions are applicable to all proposals. CWI reserves the right to:

- Negotiate any and all proposed costs, staffing levels, and all other specifics.
- Fund a lower-ranked proposal over a higher ranked proposal because of valid policy considerations.
- Change specifications and modify contracts as necessary to facilitate compliance with legislation, regulations, and policy directives; and to manage funding.
- End contract negotiations if acceptable progress, as determined by Board and staff, is not being made within a reasonable time frame.

PART II: Scope of Work and Specifications

A. Scope of Work

CWI is seeking an experienced entity or person that will provide success coaching services in Gary and Michigan City Indiana to individuals who need assistance in becoming job ready in order to participate in employment related boot camps leading to employment.

The role requires the ability to work both independently and collaboratively with diverse teams. Additionally, the candidate or entity must demonstrate expertise in providing coaching services for individuals seeking employment but are not job ready.

B. Project Specifications

Each proposal must be assembled as follows and provide the information requested in items 1 through 10 below.

1. **Proposal Cover Sheet:**
   (Attachment A) Provide all requested information, read the certifications in the last two paragraphs, and sign the cover sheet.

2. **Page Numbers:**
   Indicate the page number for each section of the proposal including the attachments.

3. **Program Narrative- Previous Experience and Organization Background: (with emphasis on history related to operation of youth programs)**
   The selection and funding of organizations will be based on each organization's track record of demonstrated effectiveness in providing similar services. Organizations should demonstrate the ability to successfully design and deliver services, programs and activities for the customers that are cost effective and customer sensitive.
   1. a) Describe your organization's length of existence, vison, mission, and goals.
      b) Discuss in detail the proposing organization's relevant, current (within the last five years):
         - Successful experience in delivering similar services as those being proposed
         - Experience working with individuals who have employment barriers, community organizations, and employers;
         - Experience in working in the geographical locations (Gary and Michigan City Indiana) being proposed in the RFP.
      c) Provide statistical data on success of your services. Please provide statistical data on the success of your services including
         - Number of overall participants
         - Any education or employment based outcomes
         - Overall outcomes based on goals of your services
   2. a) Describe the administrative and financial management capabilities of the proposing organization(s) as it relates to the requirements for the component requested.
      b) Explain how program funds will be accounted for, tracked separately and how financial records will be made available for monitoring and auditing.

4. **Program Narrative- Program Proposed, Service Strategy(s) and Objectives:**

   1. Describe in detail your approach to coaching individuals with barriers to employment
      a) Describe how you may engage clients outside of normal hours of operations.
      b) Describe how you will provide information to clients regarding services and benefit

   2. Provide a description of how all required services will be provided including;
      a) Career assessment and coaching
      b) Addressing job ready barriers
      c) Development of a personalized plan for training, financial, and overall career goals
      d) Access to services such as housing, transportation, childcare, food assistance, financial coaching, and other community resources
      e) Connections to employers once an individual is job ready

   3. Describe in detail how you will incorporate a client-centered/human-centered design approach into your overall service delivery.

4. Describe the creative and innovative design features of your proposed activities and services.

5. Explain how services will be integrated within the delivery system and coordinated with the WorkOne Region 1 centers and other agencies.

6. Describe other partnerships established or to be established in the community/communities.

7. Describe how you will effectively serve employers in coordination with the WorkOne Partners Business Services Team.

8. Describe the role of management staff including how they will spend their time in relationship to daily operations and staff supervision and how they will collaborate with CWI management staff and staff of the WorkOne System.

5. <u>Program Narrative- Performance Objectives/Deliverables</u>:

Please respond to the following. Responses must be measurable and described in sufficient detail to ensure a thorough understanding by the proposal reviewers.

1. Describe how you will work with WorkOne and One Stop Partners to achieve performance.
2. How do you measure your success and the success of the participant so that results will be in line with your program objectives?
3. Describe how you will determine customer satisfaction.
4. Describe any continuous improvement process planned that will address any identified deficiencies in attainment of objectives or delivery of services. Specifically, provide what measurements will be used and a description of how the continuous improvement plan will be achieved.

PART III. FINANCIAL REQUIREMENTS

A. Capabilities

Proposers must be able to demonstrate the administrative and financial capability to effectively and efficiently deliver the services proposed. Administrative capability includes the ability to design and implement the proposed services, achieve the contract objectives, and provide quality service delivery. Proposers must also meet fiscal reporting requirements in accordance with Generally Accepted Accounting Practices (GAAP) and show evidence of continued financial stability.

B. Cost and Price Analysis

All proposals will be evaluated based on obtaining the most cost-effective price possible while achieving the highest quality service delivery. To accomplish this, CWI shall conduct a cost and price analysis on proposed costs during the proposal review process. Proposers are encouraged to submit their best offer for providing the services solicited and to thoroughly describe and justify the costs.

The cost and price analysis shall be conducted to ensure that the proposed costs are necessary, fair, and reasonable; to determine if the proposed costs are allowable and allocable; to determine if there is a duplication of costs with other programs; to ensure that the costs are directly associated with carrying out only the proposed services; and to ensure that the proposed costs will benefit the program.

C. Contract and Payment Method

Contracts are negotiated on a cost reimbursement basis.

Proposers are advised that any contract awarded under this RFP may be modified to incorporate legislative and policy changes, revisions to the program design, alterations of any services and activities provided or a reduction or increase in the amount of funding available.

Part IV. ASSURANCES

NONDISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE

As a condition to the Proposer, the Proposer assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Innovation and Opportunity Act (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 participate in any WIOA Title 1B-financially assisted program or activity

2. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin in programs and activities receiving federal financial assistance;

3. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities by organizations that receive financial assistance from any federal department or agency;

4. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance; and

5. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational program or activity receiving federal financial assistance.

6. Section 504 of the Rehabilitation Act and the implementing regulations at 29 CFR Part 32 and the American with Disabilities Act (ADA), facilities and programs are accessible and usable by individuals with disabilities. Recipients must meet applicable accessibility obligations.

ATTACHMENT A

Proposal Cover Sheet

1. **This Proposal is for:** Success Coaches

2. **Proposing Organization's Name**: _____

3. **Mailing Address**: _____

   City/State/Zip: _____

4. **Organization Type and Legal Status** of Organization: (Private for profit, private non-profit or governmental corporation, sole proprietorship, community based organization, etc.):

   _____

5. **Contact Personnel**:

   a. Person submitting proposal:

      Name: _____ Title: _____

      Telephone Number: ( ) _____

      E-Mail Address: _____

   b. Person authorized to negotiate and sign contract if proposal is accepted:

      Name: _____ Title: _____

      Telephone Number: ( ) _____

      E-Mail Address: _____

6. Total funds requested: $ _____

7. Is your organization a drug free workplace? Yes_____ No_____

8. Does your organization agree not to use contract funds to lobby? Yes_____ No_____

9. Has your organization ever been debarred or suspended under Federal or State rulings

from participating in receipt of funds under a contract or grant? Yes_____ No_____

10. Does your organization agree not to enter into contracts with subcontractors who are debarred or suspended from these transactions? Yes_____ No_____

11. Does your organization have the financial capacity and accounting system necessary for the project? Yes _____ No_____

12. Does your organization carry Workers' Compensation for its employees? Yes_____ No_____

Binding Offer

I certify that as the official representative for the organization, I have read the Request for Proposals (RFP) and our attached proposal and certify that the information given herein is complete, true, and an accurate representation of my organization and the activities and/or services we are willing to provide to the Board.

I have reviewed the budget included with our proposal and attest that the line items and fees in the budget have been arrived at independently, without consultation, communication, or agreement with any other proposer or any competitor for the purpose of restricting competition and no attempt has been made or will be made by me or my organization to induce any other person, firm, or organization to submit a proposal (or not to submit a proposal) for the purpose of limiting or restricting competition.

Signature:_____

Typed Name:_____

Title: _____

Date:_____