



**Bidder's Conference  
Career Center  
Operator/Service Provider**

**January 7<sup>th</sup>, 2025  
10:00 AM via Zoom**

# Overview of MassHire CIWB

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- 1 of 16 Workforce Development Boards in the Commonwealth
- Promote programs and policies that enable residents to maximize economic self-sufficiency and businesses to have access to a productive workforce.
- Develop partnerships to align the needs of employers to residents and maximize resources in the region.
- Oversee MassHire Cape & Islands Career Center

# Workforce Innovation and Opportunity Act (WIOA)

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- Signed into law in July 2014
- Funded through the U.S. Department of Labor to help job seekers access, employment, education, training and match employers with skilled workers.
- Requires each Workforce Board to competitively procure One-Stop Career Center Operator(s) to provide career, training, and employer services.

# Purpose of RFP

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MassHire Cape & Islands Workforce Board (*hereinafter referred to as CIWB*) is issuing this RFP for the purpose of selecting an organization with the appropriate capacity and expertise to design, administer and implement an innovative and compliant system of one-stop workforce development services for the benefit of the job seeker and business customers in the MassHire Workforce Area. These services must, at a minimum, include Workforce Innovation and Opportunity Act (WIOA) and related shared partner services and be delivered in an integrated model.

# Eligible Bidders

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An entity (public, private, or nonprofit), or consortium of entities including a consortium of entities that, at a minimum, includes 3 or more of the one-stop partners described in subsection (b)(1), of demonstrated effectiveness, located in the local area, which may include:

- An Institution of Higher Education
- An Employment Service State agency established under the Wagner-Peyser Act on behalf of the local office of the agency
- A community-based organization, nonprofit organization, or intermediary
- A private-for-profit entity
- A government agency (i.e. Municipality)
- Another interested organization or entity, which may include a local chamber of commerce or other business organization, or a labor organization.

*\*Note: Elementary schools and Secondary Schools are not eligible to be selected as the Operator or Operator/Service Provider.*

# Funding

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Federal funding is the primary support for the Career Center.

For planning purposes, the respondent should assume level funding.

Information pertaining to the FY26 Allocations for Adult, Dislocated Workers and Youth can be found: [mass.gov](https://www.mass.gov)

# RFP Schedule

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**November 26, 2024:** Public Notice regarding dates of RFP release and Bidders Conference

**December 13, 2024:** RFP Release & Public Notice Issued

**January 7, 2025:** Bidders Conference

**January 17, 2025:** Letter of Intent by 5:00 PM

**January 24, 2025:** Written Question Deadline

**January 31, 2025:** Responses issued to Written Questions

**March 7, 2025:** Proposals Due

**March/April 2025:** Proposal Presentations

**April 2025:** Evaluation Committee Meets

**April/May 2025:** Presentation of Recommendations to MassHire CIWB Board

**May 2025:** Appeals (*if needed*)

**July 1, 2025:** New Contract

# Submission Process

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Proposals will be rejected if not in compliance with the following requirements:

- Proposers must submit one original (marked with original signatures) proposal, 7 paper copies (for a total of 8 copies within the package) and one (1) electronic copy (a USB flash drive).
- All proposals must be received by 5:00PM on March 7, 2025.
- Proposals can be dropped off at the CIWB office to the attention of: Kara O'Donnell-Galvin, Executive Director, MassHire Cape & Islands Workforce Board, 426 North St, Suite 9, Hyannis, MA 02061



# Selection Process

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- The proposal and required copies (including an electronic copy (PDF) on a USB flash drive) must be received by **5:00 PM on March 7, 2025**, via U.S. mail, express mail, or hand-delivery.
- Proposers must attend the mandatory bidder's conference at **10:00 AM on Tuesday, January 7, 2025**.
- Proposals must meet the proposal requirements contained in Section II.B. Proposal Narrative Requirements.
- Proposers must be eligible bidders as described in Paragraph C. Eligible Bidders above.
- The proposer's authorized signatory authority must sign the proposal, and all signature forms contained therein.
- Proposers who intend to use established subcontractor(s) to provide services must include original certifications from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract.

# Resources

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- MassHire CIWB Website: <https://masshire-capeandislandswb.com/>
- MassHire CIWB - FY22-25 WIOA Local Plan: <https://masshire-capeandislandswb.com/wp-content/uploads/2021/09/MassHire-CIWB-FY22-25-WIOA-Local-4-Year-Plan.pdf>
- MassHire CIWB – Regional Blueprint: <https://masshire-capeandislandswb.com/wp-content/uploads/2024/07/2024-CIWB-Regional-Blueprint.pdf>
- WIOA: <https://www.dol.gov/agencies/eta/wioa>



## Contact Information

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