

Request for Proposals

For

The Delivery of

Re-employment Services and Eligibility Assessment

To Unemployment Insurance Claimants

Issued March 6, 2026

Deadline for Submission: April 3, 2026, 2:00 p.m.

BCW/Workforce reserves the right to modify the specifications as needed

Pursuant to the Steven's Amendment
Consolidated Appropriations Act of 2018, Pub. L. No. 115- 141, 132 Stat. 348, div. H, Title V, Sec. 505
(Mar. 23, 2018)

1. The percentage of the total costs of the program or project which will be financed with Federal money is 100 percent.
2. The dollar amount of Federal funds for the project or program is \$300,000
3. The percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources is 0 percent

INTRODUCTION:

BCW/Workforce, the local Workforce Development Board for Butler, Clermont, and Warren Counties oversees the OhioMeansJobs (OMJ) one-stop career center system in the three county local workforce area.

This is a Request for Proposals (RFP) to provide unemployment claimants with Re-employment Services and Eligibility Assessment to speed up their return to employment.

Questions relating to this RFP may be submitted prior to deadline of March 18, 2026. All questions must be in writing and questions must be submitted via the “Questions and Answers” link available upon logging in to the RFP.

DESCRIPTION OF REQUESTED SERVICES:

In 2018 the Social Security Act was amended to add Section 306 and make Reemployment Services and Eligibility Assessment (RESEA) discretionary grants into mandatory permanent legislation. In general, RESEA participants are claimants most likely to exhaust benefits without finding new employment and former U.S. military servicemembers receiving Unemployment Compensation for Ex-service Members (UCX) benefits. The selected provider will be expected to work with the three OMJ centers in the workforce area.

The success of this grant will be determined by increased engagement by the RESEA staff and job seekers to develop a plan detailing the service-delivery strategies and implementing the plan.

SCOPE OF WORK:

BCW/Workforce is looking for a single provider to coordinate with the local workforce area OMJ Centers located in each of the three counties to deliver RESEA services. RESEA services include the following:

1. An unemployment insurance (UI) eligibility review to confirm claimants are meeting all eligibility requirements.
2. Assure participants watch an online orientation video
3. Provide participants with a one-on-one RESEA appointment in person or by phone
4. Referral to Reemployment Services
5. Verification and program integrity activities

Services shall be performed at local OMJ locations.

Performance shall include

1. Reduce the duration of UI payments through improved employment outcomes;
2. Strengthen UI program integrity;
3. Establish RESEA as an entry point for Wagner Peyser, WIOA and other workforce system partner services

The relationship with BCW/Workforce will be a vendor relationship. The contract will begin July 1, 2026, and end June 30, 2027. The contract may be extended for three additional one-year periods at the discretion of the BCW/Workforce and the CEO Consortium.

PAYMENTS:

Total funds available for the required services are:

Proposer is required to provide a detailed line-item budget and shall be paid in accordance with the budget negotiated as a result of the RFP.

RESEA QUALIFICATIONS

1. The selected entity must be able to assign staff that can effectively coordinate with the OMJ and deliver RESEA services
2. Entities submitting a response to this RFP must be capable of carrying out the RESEA duties as described above and have a history of demonstrated effectiveness.
3. The following entities may respond to this RFP:
 - Institutions of higher education
 - Government agencies
 - Community-based organizations, nonprofits, or workforce intermediaries
 - Private for-profit entities
 - Any other interested organization or entity capable of carrying out RESEA duties
4. The entity selected:
 - a. Should have a plan for remote supervision of their staff.
 - b. Must require their staff to work in the OMJ, the position will not accommodate remote work.
 - c. Experience working with UI claimants

RESEA APPLICATION INSTRUCTIONS

1. **Dates** – All dates are subject to change by BCW/Workforce.

EVENT	DATE/TIME
RFP Release	March 6, 2026
Deadline for submitting questions	March 18, 2026
RFP Due Date	April 3, 2026, 2:00 pm
RFP Evaluation	April 2026
Selection of Provider	June 4, 2026
Start Date of Agreement	July 1, 2026

2. Inquiries, Questions and Updates to the Proposal

All updates or modifications to the RFP Requirements will be posted at:

<http://www.bcworkforce.com>

Proposers are responsible for checking the website for updates. BCW/Workforce will not send out responses to questions on an individual basis. Questions must be submitted via the “Questions and Answers” link available upon logging in to the RFP.

Questions are generally answered within two (2) business days or sooner if possible. It is proposer’s responsibility to visit the BCW/Workforce website to access these responses to questions.

3. Responses to the RFP must be submitted on or before **2:00 p.m. April 3, 2026**, after which date, BCW/Workforce will not accept additional proposal responses. Responses must be submitted electronically in a PDF format and in an MS Word format. Hard copy responses will not be accepted.
4. Responses must be emailed to: becky.ehling@bcworkforce.com with **the subject line marked: Response to RESEA Request for Proposals.**

5. The RFP Response Package

- a. Please include a cover letter and a copy of the attached cover sheet.
- b. The RFP is written in MS Word. Complete the attached Application by responding to all the questions immediately below the question. The space will expand to accept proposer’s response.

- c. Responses must be single-spaced. Complete all responses in Arial pitch, 12-point type. Maintain 1-inch margins.
- d. Respond to every question asked. Do not omit any questions. If a question asks for a yes or no answer, place the yes/no response at the beginning of your answer and provide the narrative information requested on the next line.
- e. Do not reorder the question numbers as the rating sheet is keyed to the question numbers. Do not respond to a question by cross-referencing to another question.
- f. Number each page of the response sequentially. The page number should be in the footer with the name of the organization submitting the response, and RESEA RFP. Footers should be printed in font size 8. Page numbers should be consecutive from beginning to end. Proposals are not to be paginated by sections. The order of the RFP response is as follows:
 - I. Cover Letter on Company or Firm Letterhead
 - II. The Cover Sheet
 - III. The application for **the BCW/Workforce RESEA Provider**
 - IV. The Price Schedule
 - V. A project management schedule showing when various activities including performance will occur for the first year of the agreement.
 - VI. The job description for the individuals who will be working with the participants.
 - VII. Proposer's organizational chart
 - VIII. A copy of proposer's most recent Audit Report or Financial Statement must be provided.
 - IX. Reference Form- if BCW/Workforce has not contracted with Proposer for the past 3 years.
 - X. Credit References if BCW/Workforce has not contracted with Proposer for the past 3 years.
 - XI.

6. It is BCW/Workforce's intention to award a contract as a result of this RFP to one entity. Contracts will be performance based. There will be no advances.

7. **Cure Process**

BCW/Workforce has established a discretionary cure process to cure minor omissions in submitted proposals. BCW/Workforce will use the proposer's contact named in the application for notification via e-mail in the event a cure is needed to the proposal submitted. The proposer must respond within forty-eight (48) hours of notification via email. Failure to provide the requested information within the allotted time shall result in a "fatal flaw." This process is provided by BCW/Workforce as a courtesy, and as such, BCW/Workforce is not responsible for notification or any omissions or errors in any documentation submitted by the applicant agency in response to the RFP.

All applying entities are solely responsible for contact availability via e-mail during this cure period and failure to receive BCW/Workforce's notification of cure issues is not subject to appeal.

Minor inconsistencies or revisions may be addressed during the negotiation process, at the sole and complete discretion of BCW/Workforce.

8. **Selection Criteria**

- a. All proposals submitted will be evaluated against all other proposals using the rating criteria, which is a part of this RFP package. Proposals will be rated and then ranked by an RFP Review Committee appointed by the BCW/Workforce Board Chair.
- b. Proposals may not be funded at the funding level requested.
- c. The highest-ranking numerical score does not assure a funding recommendation. Other factors which may be considered include, but are not limited to: a risk assessment, cost, the likelihood of the proposed services resulting in successful outcomes of proposal deliverables, relevant experience and qualifications, references, financial viability, and stability of the agency.
- d. BCW/Workforce reserves the right, at its sole and complete discretion, to invite proposer(s) to make a presentation to the RFP Review Committee as a step in the selection process.
- e. Proposals will be reviewed for responsiveness and substance by BCW/Workforce staff.

- f. Proposer(s) are advised not to contact BCW/Workforce employees, board members or elected officials charged with oversight of these programs during the review process to avoid conflicts, the appearance of conflicts, or undue influence over the process. This could result in the disqualification of the proposal response submitted.

9. Administrative Requirements

- a. Cost – This is a vendor contract payment will be made based on benchmarks attained as described above.
- b. Insurance Requirements - The proposer will be required to submit Certificates of Insurance applicable to the project, including all required endorsements to BCW/Workforce and the Consortium of Elected Officials prior to the provision of services under this RFP.

Governmental entities may elect to self-insure for the insurance coverage required for this agreement. The required insurance shall be determined at contract negotiation. The types of insurance which may be requested include:

Coverage	Minimum Limits
Commercial General Liability to include a Broad Form Property Damage Endorsement and Contractual Liability	\$1,000,000 combined single limit per occurrence \$2,000,000 Aggregate
Automobile Liability including all owned and non-owned and hired vehicles	\$1,000,000 combined single limit per occurrence
Workers' Compensation	Statutory
Employer's Practices Liability	\$1,000,000 per occurrence
Professional Liability	\$1,000,000 per claims made
Intellectual Property	To cover any patent, copyright or trademark infringement claims including the cost of the defense of any action brought against BCW/Workforce, its governing Boards and Contractor

- c. This RFP does not commit or obligate BCW/Workforce to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.
- d. In the event of a conflict or ambiguity between the rules, terms, and conditions set forth in the RFP and the statutes, laws, ODJFS policies and regulations shall prevail. BCW/Workforce shall be responsible for making all determinations in this regard.

- e. Proposer(s) will assure that all records pertaining to this agreement, including financial, statistical, property, and supporting documentation, shall be retained for a period of five (5) years from the date of: 1) final payment under their agreement, and/or 2) when all audits and/or litigation are complete and resolved if applicable.
- f. Any and all work performed or expenses involved in the preparation and submission of proposals shall be borne by the applicant(s). No payment will be made for any efforts or expenses prior to commencement of work as defined by a fully executed contract.

10. Subcontracts

This RFP does not allow for subcontractors.

11. Grievance and Procedures

In the event a proposer wishes to file a grievance in connection with the process, a grievance procedure is available and may be obtained from BCW/Workforce staff.

12. Conflict of Interest

All applicants must disclose the name of any officer, director or employee who is a member of the BCW/Workforce governing boards. All applicants must disclose the name of any BCW/Workforce employee who owns, directly or indirectly, any interest in the applicants' business or any of its branches.

13. Interference with the Procurement Process

Applicants are hereby advised that, BCW/Workforce will not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibility is to lobby a member of the BCW/Workforce members, or the Consortium Elected Officials on behalf of the organization, person, or entity which seeks funding from the BCW/Workforce.

Any applicant or lobbyist for an applicant, paid or unpaid, is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any BCW/Workforce staff or rating committee members or the Elected Officials who comprise the Consortium of Elected Officials after the issuance of a funding opportunity and until completion of a contract award. A proposal from any organization will be disqualified if the applicant or a lobbyist for the applicant, paid or unpaid, violates this condition of the procurement process.

12. **Compliance**

The proposer(s) will fully comply with the applicable requirements of the Acts under which funds are received. It will comply with applicable directives issued by ODJFS and BCW/Workforce. The proposer also assures that it will comply with other federal statutes applicable to this agreement.

13. **BCW/Workforce Right to Reject or Accept**

BCW/Workforce retains the right to accept, modify, reject entirely, or partially reject any and all proposals if, in its judgment, the work proposed will not accomplish the objectives of this project or does not meet all of the requirements of this RFP.

APPLICATION

Download or paste the application pages into MS Word and respond to each question by entering your response into the box provided or directly under the numbered question, as appropriate.

Include this cover sheet and check the boxes below to assure you have included all required sections

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	APPLICATION	INFORMATION SHEET
	APPLICATION	RESPONSES
	ATTACHMENT	PROPOSER REFERENCES – IF APPLICABLE

PROPOSER RESEA INFORMATION SHEET

Organization Name: _____
Address _____
Telephone _____ FAX _____
Cell for Contact Person _____
E-mail _____ UEI Number _____
Contact Person _____
Total Amount of Funds Requested \$ _____
Federal ID # _____
Minority Business Owner _____
Certifying Agency _____

Check the applicable category:

Corporation	Sole Proprietorship
Partnership	For Profit or Professional Org.
State Agency	Other Public Agency (Specify)
Labor Organization	Community-based Organization
Not for Profit	Business Organization
Other	Local government entity

RESEA APPLICATION

EXECUTIVE SUMMARY

Please provide a short description) of Responder's plan for working with the BCW/Workforce Partners in the delivery of RESEA services to UI claimants who will shortly exhaust their benefits. Do not exceed 500 words.

A. Proposer Qualifications

1. Describe proposer's experience working with UI Claimants and job placement.
2. Provide the job description for the individuals who will be delivering services to the UI Claimants. The job description should include the level of educational attainment required and areas of concentration as they relate to the expected performance.

B. RESEA Provider Duties and Responsibilities

1. What strategies and methods will be used to help UI Claimants get a job
2. How will proposer assure UI Claimants in the program complete the required on-line orientation?
3. How will proposer develop working relations with the OMJ Centers?
4. What steps will proposer take to confirm claimants are meeting all eligibility requirements.
5. What strategies will prosper put in place to assure participants show up for their one-on-one appointments.
6. As one by one appointments may be by phone or in person will proposer use Zoom or other meeting software to conduct remote appointments? If not, how will proposer assure the effectiveness of the appointments?
7. What will be covered in the one-by-one appointments?

8. What criteria will be used to make a referral to WIOA for training?
9. Once referred to job search or other reemployment services how will proposer maintain contact with the participant?
10. How will proposer execute their verification and program integrity activities?

COST SCHEDULE

1. Does proposer agree to the BCW/Workforce pay points?

PROPOSER REFERENCES

References are not required for current BCW/Workforce providers

Provide the following reference information:

	Reference 1 (required)	Reference 2 (required)	Reference 3 (Required)
Organization Name			
Contact Person			
Address 1			
Address 2			
City			
State, Zip Code			
Contact Phone			
Contact E-Mail			
Description of Project or Assignment			

BCW/Workforce staff may contact one or all of the references listed.

RATING FORM

**REQUEST FOR PROPOSALS (RFP)
RATING AND EVALUATION FORM**

TO

PROVIDE RESEA SERVICES

Proposer	Rater's Name
Proposed Program/Service RESEA	Date Rated

POINTS SUMMARY

RFP Sections	Qualifications	Duties & Responsibilities	Performance	Cost	TOTAL
Rating					
Possible Points	25	25	25	25	100

TOTAL RFP POINTS: ____

A. PROPOSER RESEA QUALIFICATIONS AND ADMINISTRATIVE COMPLIANCE	25 POINTS
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<p>Proposer has the qualifications and ability to deliver RESEA services.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Executive Summary • Proposer met the following required elements: <ul style="list-style-type: none"> ➤ Understands the coordination needed to be negotiated with the OMJ Centers ➤ Is an eligible entity that can respond to the RFP ➤ The job description for the individual who will be working with participant shows an understanding of the responsibilities of the position. ➤ Will offer Zoom or other meeting software to substitute for in person appointments when needed ➤ Has experience working with UC Claimants ➤ Proposer submitted the proposal with a cover letter on form letterhead ➤ Conflict Form is Signed ➤ References were provided if required ➤ Organizational Chart attached if applicable ➤ All required attachments were included 	<p>Max Pts. 25</p>
<p>RFP Section: Information and Qualifications</p>	<p>Rater's Pts: ____</p>

COMMENTS:

B. RESEA PROPOSER DUTIES AND RESPONSIBILITIES	25 POINTS
<p>Proposer sufficiently addressed how to accomplish their duties and responsibilities.</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> • Proposer states how they will accomplish RESEA required activities: <ul style="list-style-type: none"> ➤ Proposer’s strategies appear to be reasonable to accomplish the RESEA requirements ➤ Proposer’s plan to coordinate with the OMJ Centers is reasonable 	Max Pts. 25
RFP Section : B	Rater’s Pts: ____

COMMENTS

C. RESEA Performance	25 POINTS
<p>Proposer has addressed how they will meet state performance requirements for RESEA</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> ➤ Proposer's plan to meet performance appear reasonable 	Max Pts. 25
RFP Section: Délivrables	Rater's Pts: ____

COMMENTS:

D. PROPOSER COST	25 POINTS
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<p>Cost</p> <p><u>Considerations:</u></p> <ul style="list-style-type: none"> ➤ Proposer agrees with the BCW/Workforce Cost Schedule 	Max Pts. 25
RFP Section: Cost	Rater's Pts: ____

STAFF COMMENTS:

RFP—TOTAL POINTS: _____