



Employ Prince George's Operations Division on behalf of the

Prince George's County Workforce Development Board

WIOA Title I American Job Centers One Stop Operator

REQUEST FOR PROPOSALS

RFP No.: WDBRFP-003

Important Dates

RFP Release Date: Tuesday, May 26th, 2026

Site Walk-throughs: Tuesday, June 9th, 2026 – Click [here](#) to RSVP

Proposal Due Date: Friday, July 10th, 2026 – 4:00 PM EST

Proposals must be submitted via our online grant application portal which can be accessed by clicking [here](#). **PROPOSAL APPLICATIONS SUBMITTED AFTER 4:00 PM EASTERN STANDARD TIME (EST) ON FRIDAY, JULY 10TH WILL NOT BE ACCEPTED.** The Prince George's County Workforce Development Board (WDB) is not responsible for any errors of omission. Mailed, faxed, or emailed proposal(s) will not be accepted.

The Prince George's County Workforce Development Board (WDB) does not discriminate against faith-based organizations or against any Bidders or Proposer(s) because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

TABLE OF CONTENTS

TABLE OF CONTENTS.....	2
INTRODUCTION & INTENT.....	3
ISSUING ENTITY	3
BACKGROUND	4
PURPOSE.....	4
ELIGIBLE BIDDERS.....	6
TERM OF CONTRACT.....	7
EX PARTE COMMUNICATION/CONFLICT OF INTEREST	7
ON-SITE WALK THROUGHS	8
SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS	8
QUESTIONS	9
FISCAL ACCOUNTABILITY	9
COST REQUIREMENTS	10
SUB-RECIPIENT MONITORING	10
PROPOSAL PREPARATION AND FORMAT REQUIREMENTS	10
PROPOSAL EVALUATION	10
BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS	11

INTRODUCTION & INTENT

Employ Prince George’s, Inc. (Employ Prince George’s or EPG), serving as the principal workforce development service provider for Prince George’s County and a career services provider of the Prince George’s County Workforce Development Board, is the recipient of Workforce Innovation and Opportunity Act funds and is charged with ensuring that a one-stop operator is in place to coordinate the service delivery of the required one-stop partners and service providers.

The Workforce Innovation and Opportunity Act (WIOA) is the primary federal law governing the funding and provision of workforce development services to job seekers, employers, and other stakeholders in the United States, primarily administered by the US Department of Labor (USDOL). WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. The USDOL website at www.dol.gov/agencies/eta/wioa contains comprehensive information about WIOA.

ISSUING ENTITY

The WDB (<https://pgcajc.com/workforce-board/>) is a dynamic group of private and public sector partners that provides leadership, direction, and policy oversight for the Prince George’s County Public Workforce System, branded and modeled as the Prince George’s County American Job Center Community Network. Our mission is to be a board that drives the innovation, integration, continuity, productivity, and efficiency of a workforce system that produces a robust, qualified, and skilled workforce that meets the needs of the business community.

The membership of the WDB is represented by:

Business Sector	Department of Social Services
Economic & Community Development	Adult Education/Literacy
Labor Organizations	Workforce Development Organizations
Vocational Rehabilitation	Higher Education
Community Based Organizations	State Employment Services
Chambers of Commerce	Elected Officials

The WDB provides guidance and oversight of the Prince George’s County American Job Center Community Network and ensures that businesses have the skilled workers and the resources needed to remain competitive and prosper in a global market. Job seekers can acquire the training and knowledge necessary to achieve livable wage employment along a career pathway, work toward financial stability and building wealth.

The WDB’s workforce strategies are designed to reduce skills gaps across targeted in-demand industries with an emphasis in the following in-demand industries:

- Healthcare & Social Assistance
- Food & Beverage Manufacturing
- Construction and Real Estate
- Professional, Scientific & Technical
- Services
- Education
- Transportation and Logistics
- Government Services

- Information Technology
- Business Services
- Recreation, Tourism & Hospitality
- Accommodation and Food Services
- Retail Trade

The focus is on advancement along an in-demand career pathway, an approach that encourages job seekers to pursue incremental, progressive skills that will lead to better jobs as they advance along their chosen career pathway.

BACKGROUND

The Prince George’s County Local Workforce Development Area supports job seekers and businesses through network of sites – including comprehensive centers, satellite centers, and multiple AJC Job & Resource Labs throughout Prince Georges County Maryland. This solicitation is for the comprehensive American Job Center located in Largo MD and the satellite American Job Center located in Oxon Hill, MD.



American Job Center – Largo

Hours of Operation: Monday – Thursday: 8 a.m. to 4:30 p.m.; Friday: 8 a.m. to 2:00 p.m.

Location: 1801 McCormick Drive, Suite 120, Largo, MD 20774



American Job Center – National Harbor

Hours of Operation: Monday – Thursday 8 a.m. to 4:30 p.m.; Friday: 8 a.m. to 2:00 p.m.

Location: 6800 Oxon Hill Road, Suite 298, National Harbor, MD 20745

PURPOSE

The Prince George’s County Workforce Development Board seeks a qualified entity to serve as One-Stop Operator in alignment with WIOA Section 121 and 20 CFR 678.600-635 and Training and Employment Guidance Letter (TEGL) 15-16.

Scope of Work

1. **Communication** – Facilitate and manage communications and regular meetings of American Job Center partner leadership to maximize coordination of services.
 - a. Schedule and facilitate regular partner meetings
 - b. Update American Job Center partners about changes
2. **Partner Coordination** – Evaluate American Job Center partner programs and services to create and maintain American Job Center Asset Maps. Utilize the American Job Center Asset Maps to communicate services to partners, community stakeholders, job seekers and businesses,

while utilizing the asset map to reduce duplication of services and increase collaboration amongst American Job Center partners.

- a. Ensure partners contribute to the operations of common areas within the American Job Centers, such as the Resource Room and Intake Room.
 - b. Ensure partners contribute to the facilitation of basic group workforce development services, such as American Job Center orientations and career readiness workshops
 - c. Maintain a close, collaborative relationship with all managers of partner staff co-located in the centers.
 - d. Ensure the Virtual Greeter (kiosk) system is used in the center.
 - e. The Operator shall coordinate services and events in the center, including partner space, workshops and hiring events tailored to meet partner, employer and job seeker needs.
3. ***Memorandum of Understanding (MOU) and Resource Sharing Agreement (RSA) Compliance*** – Negotiate, execute, and ensure compliance with MOUs and RSAs.
- a. Convene partners at least annually to discuss mandated American Job Center RSA's and MOUs.
 - b. Utilize WDB approved RSA and MOU templates to execute mandated RSA's and MOUs.
 - c. Ensure partners comply with service delivery and operational commitments agreed upon in the MOU and RSA.
4. ***Operational Effectiveness*** – Develop, implement, and disseminate processes, procedures, service delivery standards and correlating policies for American Job Center operations.
- a. Develop and coordinate opportunities to share and formalize strategies about how the American Job Center Partners can most effectively identify and assist the Prince George's County WDB Target Populations,
 - b. Ensure that Prince George's County WDB American Job Center operations policies and procedures are implemented and adhered to.
 - c. Reinforce strategic objectives of the Prince George's County WDB to American Job Center Partners as communicated by the parties or in the Prince George's County Local Plan,
 - d. Facilitate the integration and coordination of American Job Center partner programs, operations, and placing priorities on dual enrollment, limiting duplication, increased efficiency, and customer service,
 - e. Identify, track, and facilitate the timely resolution of complaints, problems, and other issues presented by the American Job Center customers and partners. Ensure that WIOA Section 188 Equal opportunity (EO) complaints are routed to the EO Officer.
 - f. Develop, implement, and analyze customer survey intake forms to identify ways to improve the customer service experience in the American Job Centers.
 - g. Coordinate with partners to ensure a wide range of informational workshops are available.
 - h. Establish and maintain a Limited English Proficiency Plan. Train all center staff on the LEP.
 - i. Coordinate WIOA Section 188 Equal Opportunity training for all partners located in the American Job Centers Comprehensive and Affiliate Centers at least once per year.
 - j. Develop and implement Standard Operating Procedures (SOPs) for the center.
5. ***Professional Development*** – Convene American Job Center partner front-line staff and facilitate professional development trainings dedicated to streamlining services, facilitate dual

enrollments, leverage of resources, increase programmatic coordination, and improve the knowledge and performance of individual partner staff.

6. ***Outreach & Community Engagement*** – Develop, in partnership with the Prince George’s County Workforce Development Board and Employ Prince George’s, American Job Center outreach materials, and assist in American Job Center outreach efforts.
7. ***Facility Operations*** – Ensure that both Centers are operating during the established hours of operation and maintain optimum staff and customer security and accessibility protocols.
 - a. Coordinate with EPG/WDB for any facility maintenance requirements
 - b. Serve as the primary key holder and manage the physical opening and closing of each Center. Identify and manage secondary key holders.
 - c. Communicate with partners and partner staff about emergency closings, early closings, and holiday closings. Ensure public notices are posted for emergency closings, early closings, and holiday closings.
 - d. Ensure that the Centers are accessible to all customers by meeting ADA requirements.
 - e. Ensure adequate coverage of the American Job Centers during posted hours of operation.
 - f. Oversee the scheduling of conference room usage at American Job Center National Harbor.

Minimum Staffing

Bidders should propose a staffing model that they have developed based on the needs described in this RFP. However, **no fewer than two (2) front desk staff are required for the comprehensive center located in Largo and no fewer than one and one half (1.5) front desk staff are required for the National Harbor satellite center.** At a minimum, these staff are responsible for staffing the front desk during operating hours, greeting and welcoming visitors, providing accurate and thorough information about center services, and guiding them to the appropriate partner. The Operator may not utilize temporary staff for these positions as front desk staff play a key role in access to services, are the first point of contact for visitors, and must have the knowledge and skills necessary to provide the best experience possible.

Reporting

The one-stop operator will be required to submit a monthly report to EPG/WDB. Additionally, as a sub-contractor of the WDB, the Operator will be subject to programmatic and fiscal monitoring. The Operator may also be asked to present to the Workforce Development Board and/or one of its sub-committees. Ample notice will be provided.

ELIGIBLE BIDDERS

Eligible applicants include non-profit and for-profit organizations, private sector entities, educational institutions, private career schools, community-based organizations, and other entities operating in accordance with federal, state, and local law, and must have been in business for at least three years. Applicants must be an incorporated organization. Eligible applicants must be in good standing with the state and federal government. Organizations currently barred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by a Federal, State, City, County department/agency, quasi-governmental agency, or the WDB are ineligible to apply.

A group of two or more applicants may apply as a consortium, but the WDB will award only one contract in a consortium application to the lead applicant/fiscal agent. All entities, whether directly contracted or subcontracted via the lead applicant/fiscal agent, will be held to the requirements of Federal, State, and local policies. Please be aware that additional monitoring, compliance, and assessment requirements will become the responsibility of the lead applicant/fiscal agent. All selected applicants will have demonstrated experience and expertise in the provision of high- quality workforce development services to the target populations described in this RFP. Providers will be expected to ground their organization within the communities they serve with staff focused on providing culturally competent services and a history of successful workforce development programming.

An entity may submit multiple applications for funding; however, only one application from any single entity may be funded.

TERM OF CONTRACT

EPG is the administrative and fiscal agent of the WDB, responsible for the management of the WDB's funds received from various sources including the U.S. Department of Labor, Maryland Department of Labor, Prince George's County Government, and other grant funding. Funding for the project described in this RFP is anticipated to originate from a combination of Workforce Innovation and Opportunity Act Adult, Dislocated Worker, and Youth funds. The WDB anticipates that total funding of **up to three hundred seventy-five thousand dollars (\$375,000.00 USD)** will be available for the contract(s) awarded through this RFP. Funding for this RFP is expressly contingent upon final budget approval. Respondents selected as a result of this solicitation must participate in contract negotiations with EPG/WDB and may be required to submit programmatic, financial, or other revisions which may have resulted from such negotiation. The award of any contract or agreement shall be contingent upon the satisfactory completion of contract negotiation. Please note that the WDB is not obligated to award the full amount requested by an applicant; based on the competitiveness of applications received, the WDB may elect to partially fund a proposal.

The WDB anticipates awarding funding to **one entity** that demonstrates an ability to effectively deliver and manage services as described within this RFP. The WDB reserves the right to accept other than lowest cost proposals and to reject any and all proposals or parts thereof. Agreements are anticipated to have terms effective **September 1st, 2026, through June 30th, 2027**, with an option for renewal for a second and third program year at its sole discretion. Awards may be extended through **June 30th, 2029**, or may be terminated as early as **June 30th, 2027**.

Contracts executed based on this RFP will be paid through cost reimbursement unless otherwise specified. Final contracts will also be subject to any changes in legislation, regulations or policies required by the funding sources. The WDB reserves the right to vary or change the terms of any contract executed because of this RFP, including but not limited to funding levels, the scope of services, performance standards, and period of performance, as it deems necessary.

EX PARTE COMMUNICATION/CONFLICT OF INTEREST

Each Bidder shall ensure that no improper, unethical, or illegal relationships or conflicts of interest whether actual or apparent exist between or among the Bidder, the WDB, and any other parties to this

RFP. The Bidder is responsible for disclosing at the point of proposal submission or as soon as the situation arises of any such relationships. This includes interests that they may have with any individual or entity doing business with or proposing to do business with the Workforce Development Board or Employ Prince George’s (EPG). An employee or official may not be employed by or have a financial interest in any entity subject to their authority or of the Prince George’s County agency, board, or commission of which they are affiliated; or entity that is negotiating or has a contract with that agency, board, or commission; or hold other position that may impair their judgment or impartiality.

The WDB reserves the right to determine the pertinence of such relationships, when discovered or disclosed, whether intended or not, and to decide whether the Bidder’s disqualifications and/or cancellation shall be at no fault or liability whatsoever to the WDB. The WDB’s determination regarding any question of conflict of interest will be final. All WDB members, EPG Board members, officers, and staff are precluded from entertaining questions concerning the completion of the proposal or the procurement process outside the confines of the Pre-Proposal Bidders’ Conference. Potential Bidders are asked to respect these conditions by not making personal requests for assistance, except at the conference.

ON-SITE WALK THROUGHS

All organizations intending to bid either as a sole applicant or as the lead of a consortium proposal are encouraged to attend walk-throughs of each location:

- **American Job Center Largo** – June 9th at 10:00 am at 1801 McCormick Drive, Suite 120, Largo MD, 20774.
- **American Job Center National Harbor** – June 9th at 2:00 pm 6800 Oxon Hill Road, Suite 298, National Harbor, MD 20745

EPG has selected this forum to allow potential bidders to view the service locations. An RSVP is required and you may do so by clicking [here](#). Attendance at the walkthroughs is not intended to provide an advantage to attendees and failing to attend walkthroughs will not disqualify any applicant. **Interested bidders may not otherwise visit the locations to view the space.**

SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS

With exception of proposal submission deadline, EPG reserves the right to make changes to the timeline below.

ACTIVITY	DATE
RFP Published	May 26th, 2026
Site walk-throughs	June 9th, 2026
Deadline to submit questions	June 23rd, 2026
Deadline to submit Proposal	July 10th, 2026 at 4:00 pm EST

Contract Start Date	September 1st, 2026
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QUESTIONS

All questions regarding the RFP must be submitted in writing via email to **Employ Prince George's Contracts & Operations Department** at rfpsubmissions@co.pg.md.us no later than end of day on **Tuesday, June 23rd**. Answers to written questions will be posted and sent via email on or around **Monday, June 29th**. Interested bidders are strictly prohibited from directly contacting members of the Workforce Development Board and EPG staff regarding this RFP.

FISCAL ACCOUNTABILITY

Service Provider(s) operations must be conducted in a transparent, responsible, and ethical manner in line with Generally Accepted Accounting Principles (GAAP). The WDB expects the following minimum financial system requirements –

- *Budget Controls:* The organization has a method for tracking planned expenditures that allows it to compare actual expenditures or outlays to planned or estimated expenditures.
- *Cash Management:* The organization's cash draws are necessary and reasonable, and the timing and amount of such draws appear to be as close as possible to the actual disbursement of federal funds for the payment of allowable and allocable costs incurred under the contract.
- *Program Income:* The organization is aware of the requirements for earning, spending, and reporting program income.
- *Cost Allocation:* The organization only allocates costs to the contract to the extent that a benefit was received.
- *Allowable Costs:* The organization has a system in place to ensure the program is incurring necessary and reasonable costs and is only charging allowable and allocable costs to the contract.
- *Internal Controls:* Effective control, integrity, and accountability are maintained for sub-recipient cash, personal property, and other federally funded assets.
- *Financial Reporting:* The organization has an accounting system that allows it to maintain accurate and complete disclosure of the financial results of its contract activities and those of its sub-recipients according to the financial reporting requirements of the contract.
- *Documentation Required for Monitoring and/or Invoice Submittal:*
 - o General ledger;
 - o Cash receipts and cash disbursements journals/reports or equivalent;
 - o Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
 - o All contracts and MOUs with AJCCN Partners, including all amendments;
 - o All financial reports and documentation supporting requests for reimbursement;
 - o Payroll records including Individual Earnings Record, Employee Withholding Authorization (W-4), FICA reporting forms, federal and state withholding, Unemployment taxes, Employee Personnel Files, Time Records and Employee Time/Salary Allocation plans;
 - o Invoices and/or supporting data for non-payroll disbursements.

The successful Bidder will need to demonstrate a high degree of fiscal accountability, transparency and integrity in its financing and budgeting.

Moreover, the successful Bidder will need to demonstrate the ability to maintain separate accounting streams for these grant funds and be able to clearly show that funds have been used for their intended and allowable purposes.

COST REQUIREMENTS

The Bidder may propose costs associated with performing the scope of work by providing a proposed budget and narrative. The Bidder must submit a description of the proposed costs and explain the allocation by cost element. The Bidder must have an explanation of how costs will be recorded and tracked, and the name and version of the proposed accounting system.

SUB-RECIPIENT MONITORING

Service Provider(s) must cooperate with any contract monitoring, inspection, or audit requests from the WDB, the Maryland Department of Labor, and any other internal or external auditors. Providers must also ensure compliance with all sub-recipient monitoring of their own subcontractors.

Service Provider(s) must also demonstrate the capacity to ensure internal program record management procedures that ensure auditable and adequate records are maintained demonstrating the eligibility of all participants as well as confirm adherence to specific requirements and time limitations. Service Provider(s) are required to have an Office of Management and Budget (OMB) single audit, share any audit results or findings with federal, state, and WDB monitors and develop corrective action plans.

PROPOSAL PREPARATION AND FORMAT REQUIREMENTS

Proposals must be submitted via our online grant application portal no later than **Friday, July 10th, 2026, at 4:00 pm EST** which can be accessed by clicking [here](#). Proposals not received by the deadline will be automatically disqualified from competition – no exceptions. Mailed, faxed, or hard copy proposals will not be accepted.

Proposals should be prepared in a professional manner, providing a complete and detailed description of the proposed program. Emphasis should be placed on clarity of content and completeness. Bidders must include all the required attachments listed within the submission portal that pertain to the proposal. Failure to include required attachments will disqualify the proposal. No additional attachments are allowed. Bidders may submit the required attachments as part of their electronic submission.

PROPOSAL EVALUATION

Responsive proposals will be reviewed and rated by a qualified review committee. The following is the total weight for this RFP. Bidders **must have a total of 80% or higher** in the scoring methodology to be recommended to the WDB for final consideration.

SCORING METHODOLOGY

Organizational Background/Demonstrated Experience	30
Proposed Operational Model	30
Staffing Levels and Qualifications	15
Budget	15
Financial System	10
TOTAL AVAILABLE POINTS	100 POINTS

BIDDERS CONDITIONS, REPRESENTATIONS AND AUTHORIZATIONS

By submitting its proposal, each Bidder understands, represents, and acknowledges that:

A Bidder or his/her authorized representative may withdraw or modify his/her proposal by written notice received at the Issuing Office's address, prior to the exact hour and date specified for proposal receipt.

The Bidder's information and representations in the proposal are material and important, and the Issuing Office may rely upon the contents of the proposal in negotiations, contractual obligations, and awarding the contract(s). The Bidder agrees that the proposal will remain firm for a period of one hundred twenty (120) calendar days after the date specified for receipt of proposals or until a sub-recipient agreement is fully executed.

The Bidder selected is a sub-recipient of a Federal award and thus are required to follow the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR 200).

Each Bidder, by submitting its proposal, authorizes the WDB to release to the State of Maryland information concerning the Bidder's Maryland taxes, unemployment compensation, workers' compensation liabilities, and total compensation for individuals charged to the subrecipient agreement.

The Bidder has arrived at the cost(s) and amount(s) in its proposal independently and without consultation, communication, or agreement with any other Bidder or potential Bidders. The Bidder shall not disclose any of these items on or before the proposal submission deadline specified in this RFP.

The Bidder has not attempted, nor will it attempt, to induce any firm or person to refrain from submitting a proposal on this sub-recipient agreement, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.

The Bidder has not made, under separate sub-recipient agreement with the WDB, any recommendations to the Issuing Office concerning the need for the goods and services described in its proposal or the specifications for the goods and services described in the proposal.

The Bidder is not currently under suspension or debarment in the State of Maryland, any other State, or

the Federal government and, if the Bidder cannot certify, then it shall submit along with its proposal a written explanation of why it cannot make such certification.

The Bidder must clearly identify and describe the services being offered in response to this RFP. Bidders are cautioned that the organization, as well as the thoroughness of the response, is critical to the evaluation process.

The Bidder's Proposal forms must be legible and complete in their entirety, with all required supplemental information presented in an organized, comprehensive, and easy-to-follow manner.

The WDB is not liable for any costs the Bidder incurs in preparation and submission of its proposal, in participating in the RFP process, or in anticipation of award of the sub-recipient agreement.

The WDB reserves the right to reject any proposal if the evidence submitted by the Bidder proves the Bidder is not qualified to carry out the obligations of the RFP and to complete the Project as specified.

The WDB may make investigations (including on-site visits and contacting any or all references) as deemed necessary, to determine that the Bidders competence, number of qualified employees, business organization, and financial resources are adequate to perform per the RFP.

To the best knowledge of the person signing the proposal for the Bidder, the Bidders, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Bidder has disclosed in its proposal.

To the best knowledge of the person signing the proposal for the Bidder and unless the Bidder has otherwise disclosed in its proposal, the Bidder has no outstanding, delinquent obligations including, but not limited to, any Federal and State tax liabilities not being contested on appeal or other obligation of the Bidder that is owed.

Until the selected Bidder receives a fully executed and approved written sub-recipient agreement from the Issuing Office, there is no legal and valid sub-recipient agreement, in law or in equity. The WDB reserves the right to vary or change the terms of any sub-recipient agreement executed as a result of this RFP, including funding levels, the scope of work, performance standards, and shortening or extending the sub-recipient agreement period, as it deems necessary in the interest of the Board and its programs, pending availability of funds.

The fully executed Agreement will require the selected Bidder to assume responsibility for all goods and services offered in its proposal whether it produces them itself or through subcontract. Additionally, if the Bidder uses any subcontractor, the proposal should be clear on the roles, responsibilities, and outcomes of each. The substitution of one subcontractor for another must be made at the discretion and prior written approval of the Issuing Office. The WDB considers the selected Bidder to be the sole point of contact regarding all contractual matters.

Bidders shall not issue press releases, internet postings, advertisements or any other public

communications pertaining to this Project without prior written approval of the Issuing Office, and then only in coordination with the Issuing Office.