



**Employ Prince George's Operations Division on behalf of the
Prince George's County Workforce Development Board**

**WIOA Youth Career Center OSO (FY27)
REQUEST FOR PROPOSALS
RFP No.: WDBRFP-013**

Important Dates

RFP Release Date: Tuesday, June 23, 2026
Site Visit / Facility Walk-Through: Saturday, July 11, 2026 at 10:00 AM EST
Proposal Due Date: Friday, August 7, 2026 at 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 EST Friday, August 7, 2026, 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	3
PURPOSE.....	4
ELIGIBLE BIDDERS.....	7
TERM OF CONTRACT.....	8
EX PARTE COMMUNICATION/CONFLICT OF INTEREST	8
ON SITE WALK-THROUGH	9
SCHEDULE FOR RFP SUBMISSION, REVIEW & AWARDS	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 (WDB)**, is the recipient of Workforce Innovation and Opportunity Act funds and is charged with ensuring that WIOA-funded youth services are made available in Prince George’s County.

The Workforce Innovation and Opportunity Act (WIOA) is the principal 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. Bidders are required to review details via the [USDOL website](#), as contains comprehensive information about WIOA and its requirements.

ISSUING ENTITY

The [Prince George’s County Workforce Development 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
- Advanced 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 Workforce Development Board (WDB) is seeking innovative proposal(s) from individuals or consortium-based groups that demonstrate high performance and expertise in serving as a **One Stop**

Operator (OSO) for the Prince George’s County Youth Career Center and Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth Provider. The Youth Career Center OSO will provide WIOA Title I Out-of-School Youth services, deliver other non-WIOA youth workforce development services, and coordinate the delivery of services by partners located within the Prince George’s County Youth Career Center located at **5001 Silverhill Road, Suite 310, Hillcrest Heights MD 20746**. This site serves as a specialized career center serving out-of-school youth throughout Prince George’s County.

The Youth Career Center will be accessible for older youth along the continuum of service delivery, including basic, intensive, and training services. All youth, regardless of eligibility status, will have access to computers for job search, workshops delivered by sub-recipient staff and partner agencies, career planning assistance, labor market and occupational information. Youth meeting WIOA Title I Out-of-School Youth eligibility requirements will have access to a variety of job driven training options, further described in this RFP.

Successful bidders will offer year-round programs that directly address the barriers facing our young people. The Bidders must also demonstrate the ability to establish partnerships with members of the Prince George’s County Public Workforce System, branded and modeled as the [Prince George’s County American Job Center Community Network](#).

PURPOSE

One Stop Operator (OSO) for the Prince George’s County Youth Career Center

The OSO must create an environment that will attract the target population to the center to utilize its services, attract employers to engage in center activities and actively recruit youth from all three tiers of service, and attract AJCCN members to offer services from the center.

The OSO will be responsible for performing traditional OSO operations as they relate to the Youth Career Center, including securing partners for the Prince George’s County Youth Career Center, coordinating the delivery of services of partners, providing general services and ensuring partners execute an MOU with the WDB. Bidders must demonstrate partnership with community resources.

At a minimum, the selected provider should be prepared to:

- Facilitate communication among on-site and external partners;
- Coordinate Youth Career Center service delivery;
- Negotiate, execute, and ensure compliance with a Youth Career Center partner MOU;
- Lead outreach and community engagement relevant to Youth Career Center services and recruitment;
- Maintain Facility operations:
 - Ensure the center is operating during business hours (Monday through Friday 8:30 AM until 4:30 PM);
 - Coordinate maintenance requirements;
 - Maintain ADA physical and programmatic accessibility;
 - Staff the front desk, phones, and other communication channels with high quality customer-service strategies;
- Record visitor data;
- Provide effective referrals to partner agencies;
- Ensure youth have access to computers for job search, workshops, career planning assistance, labor market and occupational information.

Bidders are encouraged to include additional services in their proposal.

Workforce Innovation and Opportunity Act (WIOA) Title I Out-of-School Youth Provider

The OSO will serve as a WIOA Title I Out-of-School Youth (OSY) for Prince George's County youth ages eighteen (18) through twenty-four (24) by providing career development services for eligible OSY.

An Out-of-School Youth is: A youth ages eighteen (18) through twenty-four (24), not attending any school, and meeting one or more of the following categories:

- School dropout;
- Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
- Recipient of a secondary school diploma or its recognized equivalent who is low-income and basic skills deficient or an English language learner;
- Subject to the juvenile or adult justice system;
- A homeless individual, a runaway, an individual who is in foster care or has aged out of the foster care system; or who has attained 16 years of age and left foster care for kinship guardianship or adoption, a child eligible for assistance under section 477 of the Social Security Act, or an individual who is an out-of-home placement;
- Pregnant or parenting;
- Low-income individual with a disability; or
- Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment. This has been defined locally as:
 - With limited English proficiency;
 - Who is gang-affiliated;
 - Who is refugee/immigrant;
 - Has a family history of chronic unemployment;
 - Who resides in an area with high rates of poverty, crime or unemployment;
 - Who has a substance abuse problem or has a history of having such a problem;
 - With a parent or legal guardian that is incarcerated;
 - Who is being raised by someone other than their biological parents, (such as kinship care); or
 - Who is a first-generation high school graduate.

The selected provider will be responsible for ensuring that each participant receives the full continuum of services. The specific services youth participants will receive is based upon the youth's objective assessment and individual service strategy.

Outreach, Recruitment and Retention

Outreach and recruitment includes, but is not limited to, identifying potentially eligible youth, securing necessary documentation, and working closely with other community organizations to identify and recruit OSY. Once enrolled, continued engagement and retention of participants is vital to individual and program success.

Intake, Eligibility Determination and Enrollment

Providers will be responsible for determining WIOA eligibility of youth applicants recruited into the program, determining the youth's suitability for program services, and collecting and verifying all necessary eligibility source documents. WIOA requires all youth to meet certain eligibility criteria and be determined eligible prior to enrollment and receipt of WIOA-funded services. Providers must utilize the case management system(s) as determined by EPG. Training will be provided.

Objective Assessment

Providers must conduct an objective assessment of the academic level, skill levels, and service needs of each participant, which will include a review of basic skills, occupational skills, prior work experience, employability,

interests, aptitudes, supportive service needs, mental health services, and development needs. The goal is to accurately evaluate each youth in order to develop an appropriate service strategy to meet their individual needs.

Individual Service Strategy (ISS)

Providers should use the results of the youth participant's objective assessment to develop the ISS for the youth participant. The ISS is an age appropriate, individualized, written plan of short and long-term goals that include career pathways, education and employment goals, involvement in WIOA youth program elements, support services, incentives, and stipends.

Case Management and Coaching

Case Management is the infrastructure for delivering effective services that will facilitate the positive growth and development of youth and the achievement of performance goals. The process extends from recruitment through follow-up. Coaching positively engages and motivates participants and coordinates services and information to prepare youth for post-secondary education opportunities, academic and occupational training or employment and training opportunities as appropriate.

Access to a Range of Services

All fourteen WIOA youth program elements are required to be made available to enrolled youth as needed or requested. If a program does not directly provide one of the program elements, it must demonstrate the ability to make seamless referrals to appropriate providers of such services. WIOA youth program providers will have primary responsibility for ensuring that each participant receives the full continuum of services. Services accessed by a WIOA youth participant will depend upon the needs and goals identified by the participant and case manager as documented in the participant's ISS.

Bidders are strongly encouraged to research **WIOA's Title I Youth Fourteen Elements** as this list serves as a summary. Multiple resources are easily accessible online, including: [WIOA Youth Program Element Resources](#).

1. Tutoring & Study Skills: Training, instruction, and dropout prevention.
2. Alternative Schooling: Alternative secondary school or dropout recovery services.
3. Work Experiences*: Paid and unpaid options, including summer jobs, pre-apprenticeships, internships, and on-the-job training.
4. Occupational Skills Training: Job-specific skill development.
5. Education & Workforce Prep: Education offered concurrently with workforce preparation.
6. Leadership Development: Opportunities that encourage responsibility, confidence, employability, self-determination, and other positive social behaviors.
7. Supportive Services: Services that enable an individual to participate in WIOA activities
8. Adult Mentoring: Ongoing guidance, lasting at least 12 months.
9. Follow-up Services: Mandatory minimum 12-month engagement after program exit.
10. Guidance & Counseling: Comprehensive support, including drug/alcohol abuse and mental health referrals.
11. Financial Literacy: Education on managing money, banking, and personal finances.
12. Entrepreneurial Skills: Training in starting and managing a small business.
13. Labor Market Information: Services providing details on local employment trends and high-demand jobs.
14. Postsecondary Prep: Activities aiding the transition to college or higher education.

A minimum of twenty-five percent (25%) of funds must be used for participant work experience (WEX) activities.

Performance

The provider selected for funding must have a program design that support the achievement of WIOA performance measures. Bidders are encouraged to understand [WIOA Performance Indicators](#).

Youth Education and Employment Rate, Second Quarter After Exit	The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program.
Youth Education and Employment Rate, Fourth Quarter After Exit	The percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program;
Youth Median Earnings, Second Quarter After Exit	The median earnings of program participants who are in unsubsidized employment during the second quarter after exiting from the program
Youth Credential Attainment	The percentage of program participants enrolled in an education or training program who attain a recognized postsecondary credential or a secondary school diploma or its recognized equivalent during participation in or within 1 year after exit from the program.
Youth Measurable Skills Gain	The percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment.
Effectiveness in Serving Employers	The percentage of participants in unsubsidized employment during the second quarter after exit who were employed by the same employer in the second and the fourth quarters after exit.

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 or 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.

The one-stop service delivery system is designed to provide all eligible out-of-school youth and businesses with access to a broad range of information, services, and career opportunities. As such, a diverse range of stakeholders utilize the Prince George's County workforce system to pursue positive educational and career development outcomes. The OSY who visit the AJC and affiliate sites have differing levels of experience, skills, abilities, and barriers to career development opportunities in various occupations. The selected applicant will have demonstrated experience in delivering workforce development services to a similarly diverse young adult population ages 18 years old to 24 years old on a comparable scale.

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 Workforce Innovation and Opportunity Act Youth funds. The WDB anticipates that total funding of **up to eight hundred twenty-five thousand dollars (\$825,000.00 USD)** for innovative workforce programs will be available for the contract 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 **October 1, 2026, through June 30, 2028**. At its sole discretion, the WDB may renew for two additional two-year periods. **Awards may ultimately be extended through June 30, 2032, or may be terminated as early as June 30, 2028.**

Contracts executed as a result of 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-THROUGH

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



Date: Saturday, July 11th, 2026
Time: 10:00 am – 11:00 am
Location: 5001 Silverhill Road, Hillcrest Heights MD, 20746

EPG has selected this forum to allow potential bidders to view the service location. **An RSVP is required and limited to two (2) participants per organization.** To attend the scheduled *On-Site Walk Through*, you can RSVP by clicking [here](#). Attendance at the walkthrough is not intended to provide an advantage to attendees and failing to attend the walkthrough 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 Release Date	Tuesday, June 23, 2026
On-site walk-through of YCC Facility	Saturday, July 11, 2026, at 10:00 AM EST
Deadline to submit questions	Friday, July 17, 2026
Deadline to submit Proposal	Friday, August 7, 2026, at 4:00 PM EST
Anticipated Contract Start Date	On or around October 1, 2026

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:*
 - General ledger;
 - Cash receipts and cash disbursements journals/reports or equivalent;
 - Bank statements, reconciliation, deposit slips and canceled checks for each bank account through which WIOA funds were received or disbursed;
 - All contracts and MOUs with AJCCN Partners, including all amendments;
 - All financial reports and documentation supporting requests for reimbursement;
 - 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;
 - 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, August 7, 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 pertains 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	20
Staffing Levels and Qualifications	15
OSO Operational Model	20
OSY Program Design	25
Fiscal Budget/Narrative	20
TOTAL AVAILABLE POINTS	100

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.