

JEFFERSON PARISH WORKFORCE DEVELOPMENT BOARD
PUBLIC NOTICE
REQUEST FOR PROPOSALS

The Jefferson Workforce Development Board, which serves Jefferson Parish, is seeking proposals from eligible and qualified organizations or individuals, or a consortium of eligible entities with the expertise and capacity to serve as the Workforce Innovation and Opportunity Act (WIOA) Adult, Dislocated Worker, and Youth Service Provider. The purpose of this RFP is to procure one (1) contractor to serve as the Respondent to this RFP. The Respondent to this RFP will assist the Jefferson Parish Workforce Development Board with providing program services to Adult, Dislocated Worker and Youth participants and will operate the Jefferson Parish American Job Centers on the Westbank and Eastbank of Jefferson Parish. Proposal packets and all required attachments may be downloaded from the Jefferson Parish website at [Workforce Development Board \(jeffparish.net\)](http://jeffparish.net). A Bidders Conference will be held Via Zoom <https://us02web.zoom.us/j/89192011679?pwd=Mmg2eGE4RXhQYXNleER3dU5RaHRrZz09> on December 15, 2023 at 12:00 pm. All questions/requests for clarification must be submitted and received in writing via email by 3:00 pm (CST) on December 21, 2023 to Frances Turner, JPWDB Coordinator at fturner@jeffparish.net. In addition, potential respondents wishing to submit a proposal must submit a non-binding "Letter of Intent to Propose" to the above email address by 3:00 pm (CST) on January 2, 2024. All proposals must be received by 3:00 pm (CST) on Tuesday, January 9, 2024 at the JPWDB Administrative Office, 1221 Elmwood Park Blvd, Suite 304, Jefferson, LA 70123. One (1) signed original, Eight (8) copies and one (1) electronic copy (in pdf format) of the proposal must be submitted in a sealed envelope with the proposer's name and the words "Request for Proposal for WIOA Adult, Dislocated Worker and Youth Service Provider" written on the exterior of the envelope. All WIOA funded activities are an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.