

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 provide specified Workforce Innovation and Opportunity Act (WIOA) Youth Program Elements. The purpose of this Request for Proposal (RFP) is to procure contractor(s) to serve as the respondent(s) to this RFP. The Respondent(s) to this RFP can bid on one or more of the specified program elements listed in the RFP. Proposal packets and all required attachments may be downloaded from the Jefferson Parish website at [Workforce Development Board \(jeffparish.net\)](http://Workforce Development Board (jeffparish.net)). A Bidders Conference will be held Via Zoom <https://us02web.zoom.us/j/4157937651?pwd=bzBNQm5vYlJHSWNhQUROM3pSNjFiQT09&omn=82779763964> on **April 3, 2024** at **12:00pm**. All questions/requests for clarification must be submitted and received in writing via email by **3:00 pm (CST) on April 10, 2024** to Frances Turner, JPWDB Coordinator at [fturner@jeffparish.net](mailto: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 April 19, 2024**. All proposals must be received by **3:00pm (CST) on April 26, 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 Youth Program Elements" 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.