



January 10, 2025

Dear Prospective Service Provider,

The Stark Tuscarawas Workforce Development Board (STWDB) and Chief Elected Officials (CEOs) invite you to respond to a Request for Proposals (RFP) for **Job Center Operator services** in Stark and Tuscarawas counties.

Funding for these services is provided by the OhioMeansJobs Stark and Tuscarawas County Job Center partners as outlined in the Memorandum of Understanding agreement.

Job Center Operator responsibilities include, but are not limited to:

- Coordinating service delivery among partners as defined in the Memorandum of Understanding;
- Coordinating service delivery across physical OhioMeansJobs centers, through electronic platforms and access points
- Ensuring seamless service delivery across the local workforce development system;
- Implementing STWDB policies; and
- Reporting to the STWDB on operations, performance accountability, and continuous improvements.

This RFP seeks proposals for services to be delivered at the OhioMeansJobs locations in Stark and Tuscarawas counties for the period **July 1, 2025, through June 30, 2026**, with an option to renew for up to three additional one-year periods, contingent upon successful performance.

Proposals must follow the submission process detailed in the RFP packet, which will be available electronically beginning **Tuesday, January 21, 2025, at 9:00 a.m. EST**, on the STWDB website: www.stwdb.org, under the **Resources** tab in the RFP section.

A **virtual Bidder's Conference** will take place on **Friday, January 24, 2025, at 11:00 a.m. EST via Zoom**. Interested parties should email rharris@omjwork.com with the subject line "**Job Center Operator RFP Invitation Request**" to receive the Zoom invitation. This conference aims to provide technical assistance to ensure potential service providers can appropriately respond to the RFP. While attendance at the Bidder's Conference is recommended, it is not required.

Key dates to remember:

- **Intent to Propose:** Due by **Monday, January 27, 2025, at 4:00 p.m. EST**
- **Proposal Submission Deadline:** **Wednesday, February 19, 2025, at 4:00 p.m. EST**

Intent to Propose must be submitted via email to rharris@omjwork.com. Proposals must be submitted to Rebecca Harris, STWDB staff member, at OhioMeansJobs Stark County in Canton, Ohio.

Sincerely,

A handwritten signature in blue ink that reads "JoAnn Breedlove".

JoAnn Breedlove
Executive Director
Stark Tuscarawas Workforce Development Board