



WORKFORCE INNOVATION AND OPPORTUNITY ACT PROCUREMENT

FREQUENTLY ASKED QUESTIONS

UPDATED 4/2/2026

QUESTION	ANSWER
<p>1. Service Provider as ETPL Training Provider</p> <p>Is it allowable for an applicant for this RFP to have one or more of its own programs listed on the ETPL?</p>	<p>Yes. An applicant may have one or more of its own programs listed on the Eligible Training Provider List (ETPL). An applicant may also propose and budget for ETPL-listed trainings or direct program offerings that align with the local plan and support career pathways for WIOA Title I participants, provided that:</p>
<p>2. Allowable Budget Items for Training</p> <p>If so, can the applicant budget for specific trainings and direct program offerings that align with the local plan and support a pipeline for WIOA Title 1 participants?</p>	<ul style="list-style-type: none"> • Participant choice is preserved and participants are not required or steered to the applicant’s own training programs; • All costs are allowable, reasonable, properly allocated, and consistent with ETPL-approved tuition and fees; and • Appropriate conflict-of-interest safeguards, documentation, and oversight are maintained.
<p>3. Budget Clarity for Adult and Dislocated Workers</p> <p>Does the assumed budget amount for adult and dislocated worker include the funds intended to go toward training providers via vouchers or will there be a separate account for vouchers and trainings?</p>	<p>The assumed budget amount for the Adult and Dislocated Worker Subrecipient Agreement is separate from vouchered training funds. Training-related costs such as Occupational Skills Training, On-the-Job Training, and Paid Work Experience are supported through separate funding and are not included in the assumed subrecipient service delivery budget.</p>

<p>4. Monitoring Reports Requirement</p> <p>For the requirement to submit the “last two years of workforce program monitoring reports” listed in the Proposal Checklist, will Employ Milwaukee accept monitoring reports from only our Wisconsin-based workforce programs, or does EMI expect monitoring reports from all states in which our organization operates workforce programs?</p>	<p>Employ Milwaukee will accept monitoring reports that best demonstrate the proposer’s past performance. If the proposer has conducted workforce programs for Employ Milwaukee, submission of those monitoring reports is encouraged. If the proposer has experience operating similar workforce programs in other jurisdictions, monitoring reports from those programs are also acceptable. Proposers may exercise discretion in selecting the number and type of monitoring reports submitted, provided the documentation reflects relevant workforce program oversight and performance during the past two years.</p>
<p>5. Required Certification Documents</p> <p>In the Proposal Checklist, EMI lists the following required documents:</p> <ul style="list-style-type: none"> Certification Regarding Debarment Certification Regarding Drug Free Workplace Certification Regarding Lobbying Certification Regarding Conflict of Interest <p>Could EMI please confirm where proposers can obtain these required certification forms? Are standardized templates provided by Employ Milwaukee, or should proposers use federal/state templates?</p>	<p>These items are now available at https://www.employmilwaukee.org/Request-For-Proposals.htm WIOA RFP Attachments, Exhibits, Forms and Related Documents</p>
<p>6. Performance Goals in the Event of Training Fund Interruptions</p> <p>In recent years, there have been periods when training funds were temporarily suspended. To help us accurately plan service delivery, staffing,</p>	<p>If training funds are temporarily suspended during the contract period, Employ Milwaukee will review performance goals impacted by the interruption. Training-related and credential-related targets may be adjusted, prorated, or</p>

<p>and projected outcomes for PY26, could EMI please clarify how performance goals—particularly training-related and credential-related targets—will be handled if similar funding interruptions occur during the contract period?</p>	<p>otherwise addressed to account for the period in which training funds were unavailable. Employ Milwaukee will communicate any necessary performance adjustments, expectations, or contract modifications to affected subrecipients to ensure goals remain reasonable, achievable, and consistent with available funding and WIOA requirements.</p>
<p>7. Editable Version of Form E</p> <p>Form E (Budget Narrative Template) is listed as a required document; however, the posted version within the PDF is not editable. Could EMI please provide an editable version of Form E, or confirm where proposers may download an editable template?</p>	<p>This form is now available at https://www.employmilwaukee.org/Request-For-Proposals.htm WIOA RFP Attachments, Exhibits, Forms and Related Documents</p>
<p>8. Targeted Service Numbers for Adult and Dislocated Workers</p> <p>The two youth RFPs provide targeted service numbers the selected providers will need to serve. Does Employ Milwaukee have any target service number in mind for Adult Services? For Dislocated Worker services, we understand that knowing how many dislocated workers will be served is dependent upon the economy and future lay-offs/business closures.</p>	<p>See Amendment #1 to the original WIOA Adult and Dislocated Worker at https://www.employmilwaukee.org/Request-For-Proposals.htm Based on current contracts, Employ Milwaukee’s target service numbers are 400 Adults and 240 Dislocated Workers. Actual service levels may be adjusted based on funding availability, economic conditions, and community need, particularly for Dislocated Worker services.</p>
<p>9. Adult/Dislocated Worker Service Provider Selection</p> <p>Does EMI anticipate a single provider for both Adult and Dislocated Worker, or is the intent to make multiple awards (e.g., by function, geography, or population)?</p>	<p>Employ Milwaukee does not guarantee a single award for Adult and Dislocated Worker services. Award decisions will be based on the results of the competitive procurement process and EMI reserves the right to make one or multiple awards, including awards by program, function, geography, or population,</p>

	<p>as determined to be in the best interest of the workforce system and consistent with WIOA requirements.</p>
<p>10. Adult/Dislocated Worker Allocations</p> <p>If multiple awards are anticipated, please share any targeted allocation ranges per award.</p>	<p>Employ Milwaukee has not established targeted allocation ranges per award at this time. Funding allocations will be determined based on available resources, program needs, and the outcomes of the competitive procurement process. Employ Milwaukee reserves the right to allocate funds in amounts and structures deemed to be in the best interest of the workforce system and consistent with WIOA requirements.</p>
<p>11. Adult vs. Dislocated Worker Provider Selection</p> <p>Would EMI consider awarding separate providers for Adult vs. Dislocated Worker services, or splitting major components (e.g., outreach/intake, training case management, job development/placement) across different providers? If so, how would EMI manage handoffs, performance attribution, and unit cost expectations across providers?</p>	<p>No. Employ Milwaukee will not be considering separate providers for Adult and Dislocated Worker services, nor will services be split by major functional components across different providers. Proposers should assume an integrated service delivery model in which a single provider is responsible for the full scope of Adult and Dislocated Worker services, including enrollment, case management, coordination of training, job development, placement, and performance outcomes.</p>
<p>12. Indirect Cost Rate/De Minimis Rate</p> <p>The RFP indicates that "Indirect costs are reimbursable only per an approved NICRA or de minimis 10% MTDC if eligible." Please confirm that we may apply the updated de minimis rate of 15% as outlined in 2 CFR § 200.414(f).</p>	<p>This is incorrect. Please see Amendment #1 to the original RFP's at https://www.employmilwaukee.org/Request-For-Proposals.htm</p> <p>"Indirect costs are reimbursable only per an approved NICRA or de minimis 15% MTDC if eligible." as outlined in 2 CFR § 200.414(f).</p>

<p>13. Profit/Management Fee</p> <p>The RFP states no fee or profit is allowable. Please clarify whether line items labeled “management fee,” “administrative fee,” or similar are acceptable or will also be deemed unallowable and should instead be budgeted as direct or indirect costs consistent with 2 CFR 200.</p>	<p>Any costs identified as a fee, profit, management fee, administrative fee, or similar standalone charge will be deemed unallowable under this RFP. Proposers should not include line items that function as a fee or profit in any form.</p> <p>All allowable costs must be clearly budgeted as either direct costs or indirect costs, and must comply with 2 CFR Part 200 cost principles, including allowability, allocability, and reasonableness. Administrative and management activities that are necessary to operate the program may be included as direct or indirect costs, as appropriate, but must be fully supported, properly classified, and not structured to generate profit.</p>
<p>14. Page Limit and Table of Contents</p> <p>The RFP specifies a 20 page maximum for the narrative sections and identifies certain items as “not counted toward the page limit.” Please confirm whether the Table of Contents is excluded from the 20 page narrative limit (it is referenced but not explicitly included in the count).</p>	<p>Yes. The Table of Contents is excluded from the 20-page narrative limit. Only the narrative sections identified in the RFP count toward the 20-page maximum; items designated as not counted toward the page limit, including the Table of Contents, may be provided separately without impacting the narrative page count.</p>
<p>15. Page Limit- Attachments</p> <p>Please confirm all attachments - including Form A, Form B, organizational chart, résumés, job descriptions, audit documentation, certifications, and other required appendices - are excluded from the 20 page narrative limit, consistent with the outline indicating that only specific narrative sections are counted.</p>	<p>Yes. All required attachments and appendices—including Form A, Form B, organizational charts, résumés, job descriptions, audit documentation, certifications, and other supporting documents—are excluded from the 20-page narrative limit. Only the narrative sections specifically identified in the RFP count toward the page limit.</p>

<p>16. Direct Service Location- American Job Center</p> <p>The RFP notes that respondents must have a direct service location within Milwaukee County but does not explicitly state a requirement to be physically located inside the American Job Center. Please confirm whether a provider is required to have staff physically located within the Milwaukee American Job Center, or if operating from a Milwaukee County community based location meets the requirement.</p>	<p>Providers are not required to have staff physically located within the Milwaukee American Job Center. Operating from a community-based location within Milwaukee County meets the RFP requirement for a direct service location. Providers must ensure that services are accessible to participants and that coordination with the American Job Center and system partners is maintained, consistent with WIOA and local workforce system expectations.</p>
<p>17. Evaluation Criteria- On Site presence and proximity to American Job Center</p> <p>Please confirm whether proximity or onsite presence will be weighted in evaluation.</p>	<p>No. Proximity to or onsite presence within the American Job Center will not be separately weighted as an evaluation criterion. Proposals will be evaluated based on the criteria outlined in the RFP. While effective coordination with the American Job Center and system partners is expected, physical proximity or onsite location is not a scored factor.</p>
<p>18. Font Size Requirement- Questions</p> <p>Please confirm that questions may be truncated, removed and/or smaller than 12-point font, so long as they remain legible.</p>	<p>Yes. Questions included in the proposal narrative may be truncated or removed, and may be presented in a font size smaller than 12-point, provided the text remains legible. The 12-point font requirement applies to the proposer’s narrative response content, not to the formatting of the questions themselves.</p>
<p>19. Font Size Requirement- Graphics, tables, charts</p> <p>Please confirm that graphics, tables, charts, etc. are excluded from the 12-point font and double-spacing requirements.</p>	<p>Yes. Graphics, tables, charts, and similar visual elements are excluded from the 12-point font and double-spacing requirements. These elements must remain clear and legible but are not required to adhere to the narrative text formatting standards.</p>

<p>20. RFP File Size Limitations</p> <p>To ensure receipt of all file uploads, please confirm any file size limitations.</p>	<p>Files should not exceed 250 GB</p>
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Amendment #1 for WIOA OSY, WIOA ISY, and WIOA Adult and Dislocated Worker are now available at www.employmilwaukee.org .

*Employ Milwaukee is an Equal Opportunity Employer/Service Provider
Auxiliary aids and services are available upon request to individuals with disabilities*