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**Request for Quotations (RFQ)**  
**Youth Artificial Intelligence (AI) Training Program**  
**Issued by: Employ Milwaukee, Inc.**  
**Release Date: 7/1/26**  
**Proposal Deadline: 8/1/26**

### 1. Purpose

Employ Milwaukee, Inc. (EMI) seeks qualified training providers to deliver Artificial Intelligence (AI) skills training for participants enrolled in the Workforce Innovation and Opportunity Act (WIOA) Youth Program. This initiative is designed to equip youth (ages 14–24) with in-demand digital and AI competencies that support career pathways aligned with regional labor market needs and U.S. Department of Labor guidance prioritizing rapid reskilling and emerging technologies.

### 2. Target Population

Services must be designed for WIOA-eligible youth, including:

- Out-of-school youth (Age 16-24)
- In-school youth with barriers to employment (Age 14-21)
- Individuals with limited work experience or digital exposure

### 3. Scope of Work

Selected provider(s) will:

Provide structured instruction in AI-related topics, such as:

- Foundations of artificial intelligence and machine learning
- Practical use of AI tools (e.g., generative AI, data tools)
- Digital literacy and data fundamentals
- Ethical and responsible AI use

Deliver training through accessible formats (in-person, virtual, or hybrid)

### Skill Development & Work Readiness

Integrate:

- Work readiness skills (communication, teamwork, problem-solving)
- Career exploration in AI-related occupations
- Project-based or experiential learning
- Incorporate one or more of the WIOA Youth 14 program elements are preferred, especially entrepreneurial training and financial literacy
- Offer industry-recognized credentials or certificates where applicable

Employ Milwaukee is an Equal Opportunity employer and service provider. If you need this information or printed material in an alternate format, or in different language, at no cost to you, please contact us at (414)-270-1700. Deaf, hard of hearing, or speech impaired callers can contact us through Wisconsin Relay Service at 7-1-1.

1322 North 8th Street  
Milwaukee, WI 53205  
Phone: (414) 270-1700  
Wisconsin Relay: 7-1-1  
[employmilwaukee.org](http://employmilwaukee.org)

## Employer Engagement

Demonstrate connections to employers or industry partners

Include opportunities for:

- Work-based learning
- Internships or job shadowing (preferred)
- Employer site visits and/or speakers

## 4. Deliverables

- Training cohorts serving 200 youth annually
- Demonstrated WIOA measurable skill gains
- Completed training projects or portfolios

## 5. Compliance and Fiscal Requirements

### A. Applicable Laws and Regulations

All procurement and resulting contracts shall comply with:

- Workforce Innovation and Opportunity Act (WIOA)
- 20 CFR Part 681 (Youth Program Requirements)
- 29 CFR Part 38 (Equal Opportunity and Nondiscrimination)
- 2 CFR Part 200 (Uniform Administrative Requirements)
- Applicable federal, state, and local laws

### B. Procurement Standards

This procurement is conducted in accordance with **2 CFR §§200.317–200.327** and Employ Milwaukee procurement policies.

- All respondents shall be treated equitably through a full and open competitive process
- No respondent may participate if there is a **real or apparent conflict of interest**
- Respondents must disclose any actual or potential conflicts of interest

Employ Milwaukee reserves the right to:

- Reject any or all proposals
- Request additional information
- Negotiate terms with selected respondents

### C. Debarment and Suspension

Selected providers must certify that they are **not debarred, suspended, or otherwise excluded** from participation in federally funded programs.

#### **D. Allowable Costs and Budget Requirements**

All proposed costs must be:

- **Reasonable** (reflect market prices)
- **Necessary** (essential to program operation)
- **Allocable** (directly related to the program)
- **Allowable** under WIOA and federal cost principles

Respondents must:

- Provide a detailed budget and cost per participant
- Include sufficient cost justification
- Maintain documentation supporting all costs

#### **E. Payment Structure and Documentation**

Contracts resulting from this RFQ will utilize a **cost reimbursement or performance-based payment structure**, as determined by Employ Milwaukee.

Payment conditions will include:

- Submission of accurate invoices
- Supporting documentation verifying services delivered
- Alignment with approved budget and scope of work

#### **F. WIOA Youth Program Requirements**

Providers must ensure services are delivered in accordance with WIOA Youth Program standards, including:

- Serving eligible **In-School and Out-of-School Youth**

Proposals must demonstrate alignment with WIOA Youth program requirements and U.S. Department of Labor guidance encouraging:

- Rapid reskilling strategies
- Training in emerging and high-growth sectors, including AI
- Programs that lead to employment outcomes and career pathways

#### **G. Equal Opportunity and Nondiscrimination**

Providers must comply with **WIOA Section 188 and 29 CFR Part 38**, including:

- Prohibition of discrimination based on protected categories
- Provision of equal opportunity in services and employment
- Compliance with accessibility and reasonable accommodation requirements
- Provision of **language access services** for individuals with limited English proficiency

#### **H. Data Collection, Reporting, and Performance**

Selected providers must:

- Maintain accurate and complete participant records

Providers must enter or submit data in accordance with **Employ Milwaukee and DWD reporting systems and timelines.**

#### **I. Monitoring and Access to Records**

Providers agree to:

- Maintain complete financial and programmatic records
- Provide access to records for monitoring, evaluation, or audit by:
  - Employ Milwaukee
  - Wisconsin Department of Workforce Development
  - U.S. Department of Labor (as applicable)

Failure to provide access may result in corrective action or contract termination.

#### **J. Record Retention**

All records related to this program must be retained for a minimum of:

- **Three (3) years after program close**, or
- Longer if required by audit, litigation, or funding requirements
- In alignment with EMI Local Record Retention Policy [21.03 Change 1- Local Records Retention Policy](#)

#### **K. Contract Type**

Employ Milwaukee reserves the right to award contracts as:

- Fee-for-service agreements, or
- Cost reimbursement subrecipient agreements based on the nature of the services and funding requirements.

#### **L. Protest and Appeals**

Respondents may submit a written protest regarding this procurement within **five (5) business days** of the notice of award.

Protests must include:

- Specific grounds for protest
- Supporting documentation

Protests shall be submitted to: **[procurement@employmilwaukee.org](mailto:procurement@employmilwaukee.org)**

Employ Milwaukee will review and respond in accordance with its procurement policies.

### **6. Quotation Requirements**

Submissions must include:

- Organizational background and experience
- Description of proposed AI curriculum
- Evidence of success with youth or similar populations
- Partnerships with employers or training entities
- Implementation timeline

- Budget and cost per participant
- Performance outcomes and evaluation plan

## **7. Evaluation Criteria**

Submissions will be evaluated based on:

- Quality and relevance of AI training content
- Alignment with WIOA and DOL priorities
- Experience serving youth populations
- Employer engagement and job placement potential
- Cost effectiveness and scalability

## **8. Submission Instructions**

Submit quotations electronically to: [procurement@employmilwaukee.org](mailto:procurement@employmilwaukee.org)

Deadline: August 1, 2026, 4:00 PM

## **9. Questions**

All inquiries must be submitted to: Carrie Hersh, Compliance Manager, [carrie.hersh@employmilwaukee.org](mailto:carrie.hersh@employmilwaukee.org)

