

REQUEST FOR QUOTATIONS

To: Interested, qualified individuals or entities to perform WIOA programmatic, fiscal, and work site monitoring for counties within the Greater Ohio Workforce Area

From: Greater Ohio Workforce Board (GOWB), Administrative Office

Issued: July 17, 2025

Deadline: August 14, 2025

PURPOSE

The GOWB Administrative Office, on behalf of the Greater Ohio Workforce Board and Ohio GOWB Consortium of Chief Elected Officials, is seeking quotes from qualified individuals or entities to perform the service of programmatic, fiscal, and work site monitoring of its 43 member counties. To learn more about GOWBI and its member counties, visit www.gowbi.org

QUALIFICATIONS

Interested parties must have experience in government or federally-funded programs or equivalent, plus at least a four-year college degree or equivalent; knowledge of the Workforce Investment Opportunity Act (WIOA) is desirable; must be able to provide monitoring and oversight of internal controls, compliance, budgeting, federal funding, and government structure and process; must possess the ability to write detailed reports, collect and record data accurately, establish facts and draw valid conclusions, and present findings to GOWB; understand manuals and verbal instructions; and have the ability to provide technical assistance.

SCOPE OF WORK

Under the general direction of the GOWB Operations Director, the monitor(s) will perform independent program evaluations of each county or assigned counties for proper and adequate internal control systems, compliance with the United States Department of Labor and Workforce Investment Opportunity Act rules and regulations, accuracy of participant records, integrity of county fiscal policies, procedures and reports, and integrity of data submitted to GOWB and the Ohio Department of Job & Family Services; examines county/one-stop system policies, review participant files, Incumbent Worker Training contracts, budgets, invoices, and funding reports, and other Workforce Investment Opportunity Act projects; and prepares and submits complete reports outlining observations, non-compliance issues, findings, and recommendations for corrective actions to ensure federal, state, and local policies are followed.

REQUIREMENTS

Interested parties must submit a Statement of Qualifications, resume with references, and a detailed plan for completing at least one comprehensive on-site monitoring visit with each member county, including the proposed cost. Proposers may submit a plan for monitoring one or more of GOWB's three monitoring regions (see attached map).

Monitoring is done by conducting county on-site visits which usually take one workday. Detailed monitoring reports must be provided to GOWB within ten (10) business days of each county's on-site visit. Sample reports will be provided to the monitor(s) during training.

Proposers should anticipate one day of virtual training with GOWB staff. Also, proposers should submit quotes that incorporate expenses (e.g., travel mileage) into the overall price.

Responses to this R.F.Q. should be emailed to:

Lori Geary, Operations Director

gearyl@clarkstate.edu

*All proposers will be notified of their status. If you have any questions email gowbi@clarkstate.edu
Answers to questions will be provided online at www.gowbi.org*

GOWB Monitoring Regions Map



Red monitoring region: Allen, Defiance, Erie, Fulton, Hancock, Henry, Huron, Ottawa, Paulding, Putnam, Sandusky, Seneca, Williams, Wood, Wyandot

Blue monitoring region: Champaign, Clark, Clinton, Darke, Fayette, Greene, Highland, Logan, Madison, Miami, Montgomery, Preble, Shelby, Union

Green monitoring region: Ashland, Coshocton, Delaware, Gallia, Guernsey, Holmes, Jackson, Knox, Lawrence, Licking, Marion, Morrow, Muskingum, Wayne