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## **Request for Qualifications (RFQ)**

### **WIOA Title I Programmatic Monitoring Services (Hybrid Review)**

#### **I. Purpose**

Aspyr is soliciting qualifications from experienced, independent vendors to conduct WIOA Title I programmatic monitoring in alignment with Ohio's local monitoring framework and applicable federal and state requirements. The selected vendor will plan and execute a hybrid monitoring review (desk review and on-site/virtual components), conduct a risk-based participant file sample, interview staff and stakeholders, assess systems and local oversight practices, and produce monitoring reports with findings, observations, and corrective action recommendations.

#### **II. Contact**

Kier Scott, Director, Policy and Research  
Email: [rfp-proposal@aspyrworkforce.org](mailto:rfp-proposal@aspyrworkforce.org)  
Phone: 614.437.8400

#### **III. About Aspyr**

Aspyr is the Workforce Development Board serving Franklin County and Columbus and is responsible for oversight of WIOA Title I activities delivered through the OhioMeansJobs workforce system. Aspyr conducts monitoring to ensure compliance, service quality, and continuous improvement among service providers, operators, and subrecipients.

#### **IV. Project Overview**

Aspyr seeks an independent vendor to conduct comprehensive programmatic monitoring of all WIOA Title I programs, including:

- Adult
- Dislocated Worker
- Youth

The monitoring approach must be grounded in Ohio's WIOA/CCMEP Program Monitoring Guide for Quality & Compliance (or the current Ohio guide in effect at the time of review), including use of structured monitoring questions, participant file checklists, entrance and exit conference practices, and written reporting of findings and corrective actions.

## **V. Monitoring Goals**

The monitoring engagement is intended to:

- Assess compliance with WIOA Title I laws, regulations, and applicable Ohio guidance and local policies;
- Evaluate service delivery and documentation practices across Title I programs;
- Identify root causes and risks that could affect compliance;
- Performance;
- Customer experience;
- Data integrity;
- Provide clear, actionable corrective action recommendations and continuous improvement opportunities.

## **VI. Scope of Work (Expected)**

The selected vendor will propose an approach consistent with Ohio's monitoring guide and include, at minimum, the following components:

### **A. Planning & Desk Review**

- Conduct a kickoff meeting with Aspyr to confirm scope, sites, and logistics for a hybrid review;
- Develop a monitoring work plan and documentation request list (policies, procedures, forms, reports, training materials, etc.);
- Develop a risk-based sampling methodology for participant files across Adult, Dislocated Worker, and Youth programs;
- Map vendor tools/checklists to Ohio's monitoring guide (crosswalk) to demonstrate alignment.

### **B. Hybrid Fieldwork (On-site and Virtual)**

- Facilitate an entrance conference (agenda, attendees, scope, timelines);
- Conduct interviews with key staff (board staff, operators/providers, case managers, business services staff as applicable);
- Review local system processes including intake, eligibility determination, case management, training approvals, follow-up, and priority of service;
- Review local oversight and corrective action tracking practices, including monitoring policy/guide, frequency, and follow-up procedures;

- Conduct an exit conference/post-review discussion summarizing preliminary observations and anticipated findings.

### **C. Participant File Reviews (Risk-Based Sample)**

- Select a risk-based sample of participant files for each Title I program area (Adult, Dislocated Worker, Youth) using vendor-proposed criteria (e.g., recent exits, training cases, supportive services, priority populations, performance-sensitive cases, data anomalies, etc.);
- Use Ohio-aligned file checklists to assess eligibility/source documentation, assessments, plans (IEP/ISS), service justification, training documentation, follow-up, and system-of-record consistency;
- Summarize file review results, trends, and root causes; identify required corrective actions and preventive controls.

### **D. Reporting & Corrective Action Support**

- Provide a draft monitoring report to Aspyr for review;
- Provide a final monitoring report (PDF and editable format) including:
  - Background, sites visited, programs reviewed, overall summaries by section, compliance findings, required corrective actions, observations, and promising practices;
- Optional: Provide technical assistance to translate findings into corrective action plan (CAP) language, templates, timelines, and retest strategies.

## **VII. Deliverables**

At minimum, the vendor shall deliver:

- Monitoring work plan and tentative schedule (hybrid format);
- Desk review request list and Ohio guide crosswalk;
- Risk-based file sampling methodology and selected sample summary;
- Completed monitoring tools/checklists and de-identified file review results summary;
- Draft monitoring report;
- Final monitoring report (PDF and editable);
- Exit conference summary and briefing slide deck;
- Corrective action planning support package (templates and coaching), if included in proposal.

## **VIII. Vendor Qualifications (Minimum)**

Vendors should demonstrate:

- Experience conducting WIOA Title I programmatic monitoring or compliance reviews for local workforce areas, one-stop/OhioMeansJobs centers, and service providers;

- Demonstrated familiarity with Ohio’s WIOA monitoring framework and ability to apply Ohio’s monitoring guide and file checklists;
- Strong participant file review expertise (eligibility documentation, service justification, training documentation, follow-up, and data integrity);
- Ability to facilitate professional entrance/exit conferences, communicate findings clearly, and produce high-quality written reports.

## **IX. Proposal Requirements**

Proposals should be concise and include the following:

### **A. Organization Overview**

History, mission, relevant monitoring/compliance experience; WIOA/one-stop monitoring examples.

### **B. Project Team**

Key personnel, roles, and qualifications; brief bios/resumes.

### **C. Approach & Methodology**

Hybrid monitoring approach; risk-based file sampling plan; tools crosswalk to Ohio guide; quality control/validation process; communication plan for emerging issues.

### **D. Timeline (Tentative)**

Proposed schedule aligned to Section 13 (Tentative Schedule) and capacity to meet timeframes.

### **E. Budget / Pricing**

Fixed price (preferred) or not-to-exceed; cost by phase; hourly rates (if applicable); travel assumptions.

### **F. References**

At least two references for similar monitoring engagements.

## **X. Evaluation and Selection Criteria**

Aspyr will evaluate proposals based on:

- Demonstrated WIOA Title I monitoring experience and understanding of Ohio’s monitoring framework;

- Quality and feasibility of the proposed hybrid methodology and risk-based file sampling approach;
- Qualifications and capacity of the project team;
- Quality of proposed deliverables and reporting approach;
- Cost effectiveness and clarity of pricing;
- References and past performance.

**XI. Ownership and Confidentiality**

All work products created under this engagement become the property of Aspyr. The vendor must maintain confidentiality of all sensitive information, including participant data, and comply with all applicable privacy and security requirements for handling records and documentation.

**XII. Instructions for Submission**

Submit proposals in PDF format via email to [rfp-proposal@aspyrworkforce.org](mailto:rfp-proposal@aspyrworkforce.org). If files are too large for email, provide a secure link. Late submissions may be deemed nonresponsive. Aspyr reserves the right to reject any or all responses and to cancel this RFQ at any time.

**XIII. Tentative Procurement & Project Schedule (Dates Following Vendor Selection Tentative)**

| Milestone                              | Tentative Date |
|--|----------------|
| RFQ Released                           | [5/8/26]       |
| Deadline for Questions                 | [5/22/26]      |
| Proposals Due                          | [6/5/26]       |
| Vendor Selected / Notice of Intent     | [6/12/26]      |
| Kickoff / Desk Review Begins           | [TBD]          |
| Hybrid Review Window (On-site/Virtual) | [TBD]          |
| Draft Report Delivered                 | [TBD]          |
| Exit Conference                        | [TBD]          |
| Final Report Delivered                 | [TBD]          |

**XIV. Conditions of Proposal**

All costs incurred in the preparation of a response to this RFQ are the responsibility of the bidder and will not be reimbursed by Aspyr. A contract for the accepted response will be based on the factors described in this RFQ.

## **XV. Optional Attachments (Recommended)**

Attachment A: Monitoring Scope Detail (programs, sites, and anticipated operational touchpoints)

Attachment B: Ohio Monitoring Guide Crosswalk Template

Attachment C: Pricing Template (phase-based)

Attachment D: Confidentiality and Data Handling Expectations