



Request for Proposals (RFP)

Outreach Services for Brownfields Job Training Program
Issued by: **Workforce Alliance of South Central Kansas, Inc.**
EPA Cooperative Agreement No. 96722001

Issued: September 3, 2025

Due: October 3, 2025

1. Purpose

The Workforce Alliance of South Central Kansas, Inc. (WA) seeks proposals from qualified community-based organizations to provide **outreach and participant recruitment services** for the EPA-funded Brownfields Job Training Program.

The subcontractor(s) will help WA recruit eligible participants from communities disproportionately impacted by environmental hazards and ensure equitable access to training opportunities.

2. Background

WA was awarded a U.S. Environmental Protection Agency (EPA) Brownfields Job Training Cooperative Agreement (Grant No. 96722001). Over the 4-year project period (2025–2029), WA will recruit, train, and place unemployed and underemployed residents of Sedgwick County in environmental careers.

Community outreach is essential to meet enrollment goals and ensure program awareness in underserved neighborhoods.

3. Scope of Work

The selected outreach partner(s) will:

- Develop and implement a **community outreach strategy** targeting unemployed/underemployed residents in Sedgwick County.
 - Conduct **community presentations, workshops, and informational sessions**.
 - Leverage **local media, social media, and grassroots networks** to promote the program.
 - Provide **referrals of eligible participants** to WA.
 - Coordinate with WA staff to ensure compliance with EPA public awareness requirements (including acknowledgement of EPA funding).
 - Maintain documentation of outreach activities and submit monthly reports on outreach outcomes.
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4. Deliverables

- Outreach Plan (within 30 days of contract execution)
 - Monthly progress reports
 - Minimum of **50 qualified referrals annually, 100 over the two-year period. At least 65% of the referrals enter an EPA Funding Training**
 - Participation in initially monthly then quarterly coordination meetings with WA staff
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5. Eligibility

Applicants must:

- Be a nonprofit, community-based, or grassroots organization with demonstrated experience in outreach and workforce development.
 - Have strong connections to residents in underserved neighborhoods.
 - Demonstrate ability to deliver culturally and linguistically appropriate outreach.
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6. Pre-Proposal Conference

The WA will also host a Pre-Proposal Conference and answer session on September 15, 2025 at 9 a.m. The event will occur via Zoom. Interested individuals that wish to attend the pre-proposal conference shall submit a request to attend to admin@workforce-ks.com. Zoom information will be provided to those that submit a request. Questions should be submitted no later than September 11, 2025 at 5 p.m. to admin@workforce-ks.com. An official response will be provided to those questions at the Pre-Bid Conference. Questions may be asked at the Pre-Bid Conference, but official responses will come in

writing and posted at workforce-ks.com/rfps. Impromptu questions will be allowed and staff will do their best to answer, but official responses will be posted on the webpage after the Pre-Bid Conference and emailed to those that submitted a letter of intent.

Only the responses on the website or those emailed directly from the WA are considered clarifications to the instructions contained in this RFP. In the event that responses modify any of the terms, conditions, or provisions of this RFP, documentation will be given via a subsequent amendment to the RFP. **No other sources of responses or clarification are considered valid.**

6. Funding & Contract Term

- Total funding available: **up to \$10,000 over two years** (not to exceed \$5,000 annually).
- Contract term: Two years, with an option to renew if additional funds are identified.

Contract will be cost reimbursement. Invoices will be due quarterly by the 15th of the month following the end of the quarter. Contractor will be provided an invoice form to complete. Contractor will have to provide invoices and reports to support costs to be reimbursed. Invoices payment terms will be net30 pending any questioned costs.

Ineligible Costs

Costs that **cannot** be charged to this subcontract include (but are not limited to):

- Pre-award costs
- Food, beverages, or entertainment
- Foreign travel
- Construction, land acquisition, or vehicle purchases
- Tuition, fees, or student stipends not specifically approved under the cooperative agreement
- General organizational expenses unrelated to grant deliverables
- Costs prohibited by EPA's Brownfields Job Training NOFO and 2 CFR 200

7. Proposal Requirements

Proposals must include:

1. **Organizational Overview** – mission, history, and relevant experience
2. **Outreach Approach** – strategies, staffing, and target communities
3. **Partnerships** – community and employer collaborations
4. **Capacity & Staffing** – key personnel qualifications
5. **Budget** – line-item budget (up to \$10,000) with justification, excluding ineligible costs

Budget categories shall include Wages, Fringe, Supplies, Travel, Overhead, Contractual, Registration/Conference/Event Fees and Other. Budget narrative should explain the necessity of the costs and description of the line items

6. **Past Performance** – examples of similar outreach efforts
 7. **Statement of Qualifications**- Attachment A must be completed and submitted with proposal
 8. **Bid Option** – whether proposing to conduct (a) comprehensive outreach services, or (b) event-specific outreach services (see Section 11)
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8. Evaluation Criteria

Proposals will be evaluated on the following criteria. Both **comprehensive outreach proposals** and **event-specific proposals** will be considered. Scores will be weighted relative to the **scope of services proposed**:

- **Demonstrated community outreach experience (30 points)**
- **Ability to reach underserved populations (25 points)**
- **Strength of proposed outreach strategy (20 points)**
- **Organizational capacity and staffing (15 points)**
- **Cost effectiveness and budget justification (10 points)**

WA reserves the right to award a **single subcontract for full outreach services** or **multiple smaller awards** for event-specific outreach, depending on proposal quality and program needs.

9. Submission Instructions

- **Deadline:** October 3, 2025 at 12 pm central time
- **Format:** PDF, no more than 10 pages excluding attachments
- **Submission:** Email proposals to admin@workforce-ks.com with subject line: “RFP – EPA Outreach Services Proposal”

Questions may be directed to Chad Pettera, chad@workforce-ks.com

10. Compliance

The selected subcontractor must comply with:

- EPA General Terms and Conditions
- 2 CFR 200, 2 CFR 1500, and 40 CFR 33 procurement standards
- EPA Brownfields Job Training NOFO ineligible cost restrictions
- Acknowledgement of EPA funding in all outreach materials

- Contract can be terminated for non-compliance with applicable rules and regulations. Contractor will be given the opportunity to cure any non-compliance through a corrective action plan agreeable by the WA.
 - Contract can be terminated if funding for this award is rescinded by the EPA.
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11. Bid Options

WA recognizes that some community-based organizations may have the capacity to support **ongoing outreach efforts** over the full contract period, while others may be best suited to lead **specific events or targeted activities**.

Accordingly, applicants may submit proposals in one of two ways:

1. **Comprehensive Outreach Services** – A proposal to perform the full scope of outreach work described in Section 3, for the entire two-year contract period (not to exceed \$10,000).
2. **Event-Specific Outreach Services** – A proposal to conduct outreach for a single event or a limited set of activities (e.g., community information session, targeted neighborhood outreach campaign, or special recruitment event). Proposals must clearly identify the event(s), deliverables, and requested budget.

Applicants should clearly indicate in their submission whether they are bidding:

- The **entire contract**, or
- **One or more specific event(s)**, with details provided.

WA may award **one comprehensive subcontract** or make **multiple event-specific awards**, depending on the strength of proposals received and available funding.