

**Legal Ad**  
**Workforce Development Area 16**  
**Staff to the Workforce Development Board**

The Belmont County Department of Job and Family Services (Fiscal Agent), on behalf of Workforce Area 16 – Council of Government and the Workforce Development Board, consisting of Belmont, Carroll, Harrison and Jefferson Counties is requesting proposals for a professional services contract for Staff to the Board. The contract period will be July 1, 2019 through June 30, 2020. The successful bidder may have their contract extended for three (3) additional years, once per year, for July 1, 2020 through June 30, 2021, July 1, 2021 through June 30, 2022 and July 1, 2022 through June 30, 2023 if the Workforce Development Board, Council of Government and Fiscal Agent are satisfied with the work performance of the successful bidder.

At a minimum, the contract will require the bidder to perform the following services: develop and submit the local and regional plan; conduct oversight of the Workforce Innovation and Opportunity Act (WIOA) adult, dislocated worker and youth programs, including development of policies and monitoring the administration of the programs; negotiate and reach agreement on local WIOA performance measures; negotiate with chief elected official and required partners for the Memorandum of Understanding; competitively procure providers of WIOA youth program services, WIOA providers of adult and dislocated worker career services and the OhioMeansJobs center operator; develop budget activities of the Board; and certify the OhioMeansJobs centers.

The Staff to the Board must have a knowledge of the Workforce Innovation and Opportunity Act policies and requirements. A Bachelor's degree from an accredited four-year university or equivalent experience is required. A minimum of three (3) years of acceptable work experience, including a minimum of one (1) year supervising professional staff. Experience should include successful management skills, grant writing, program planning and budgeting, government program or grant implementation and monitoring, contracting for services and working with a volunteer board. Preference for previous experience in a Human Services type agency or organization. Excellent written and oral communication skills required.

The Staff to the Board and other personnel hired by the local Workforce Development Board shall not be a party to the provision of adult or dislocated worker, career services and/or youth program services and/or be the OhioMeansJobs center operator.

To be considered for approval, proposals must be submitted to the Belmont County Department of Job and Family Services, Vince Gianangeli, Director, 68145 Hammond Road, St. Clairsville OH 43950 by 12:00 PM on April 1, 2019. Each proposal will be evaluated on: (1) whether the proposal was submitted by the above-mentioned deadline (any proposals submitted after the deadline will not be considered); (2) the bidder's qualifications; (3) the bidder's experience; and (4) how the bidder will successfully perform the above mentioned minimum requirements. Bidders should submit a cover letter/letter of interest, resumes of bidder and staff and a proposed budget. Additional documentation may be requested to demonstrate WIOA experience and knowledge. The contractor has the right to reject any and all bids. For further information or questions, please contact Vince Gianangeli at (740)695-1075 ext. 1173. WIOA Area 16 is committed to Equal Opportunity in all facets of its operations.