

JEFFERSON PARISH WORKFORCE DEVELOPMENT BOARD  
PUBLIC NOTICE  
REQUEST FOR PROPOSALS

The Jefferson Workforce Development Board, which serves Jefferson Parish, is seeking proposals from eligible and qualified organizations or individuals, or a consortium of eligible entities with the expertise and capacity to serve as the Employer of Record. The purpose of this RFP is to procure one (1) contractor to serve as the Respondent to this RFP. The Respondent to this RFP will assist the Jefferson Parish Workforce Development with providing temporary employment opportunities for the Jefferson Workforce Development Board identified eligible Youth, Adult and Dislocated Worker participants who are referred to the contractor by Jefferson Workforce Development Board and the Jefferson Parish American Job Center. Proposal packets and all required attachments may be downloaded from the Jefferson Parish website at [Workforce Development Board \(jeffparish.net\)](http://Workforce Development Board (jeffparish.net)). A Bidders Conference will be held Via Zoom <https://us02web.zoom.us/j/4157937651?pwd=M1JZVnFzdU50QXZqeVRPOHUzRWJXUT09> on January 24, 2023 at 2:00 pm. All questions/requests for clarification must be submitted and received in writing via email by 3:00 pm (CST) on January 27, 2023 to Frances Turner, JPWDB Coordinator at [fturner@jeffparish.net](mailto:fturner@jeffparish.net). In addition, potential respondents wishing to submit a proposal must submit a non-binding "Letter of Intent to Propose" to the above email address by 3:00 pm (CST) on February 6, 2023. All proposals must be received by 3:00 pm (CST) on February 13, 2023 at the JPWDB Administrative Office, 1221 Elmwood Park Blvd, Suite 304, Jefferson, LA 70123. One (1) signed original, Eight (8) copies and one (1) electronic copy (in pdf format) of the proposal must be submitted in a sealed envelope with the proposer's name and the words "Request for Proposal for Employer of Record Services" written on the exterior of the envelope. All WIOA funded activities are an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.