



**Summit and Medina  
Workforce Area**  
Council of Governments

**Request for Quotes (RFQ)  
Professional Monitoring Services for  
Workforce Innovation and Opportunity Act (WIOA) Services  
Issued: April 1, 2026  
Quotes due: May 15, 2026**

**I. Overview**

Summit and Medina Workforce Area Council of Governments (SAMWA COG) was established by the Chief Local Elected Officials (CLEO) of Medina and Summit Counties primarily to administer the delivery of Workforce Innovation and Opportunity Act (WIOA) services in Medina and Summit Counties, Ohio, Local Area 2. It is governed by the Summit Medina Workforce Development Board (WDB), a board of directors appointed by the local CLEOs. Area 2's one-stop employment centers, known as OhioMeansJobs Medina County (OMJMC) and OhioMeansJobs Summit County (OMJSC), are located at 72 Public Square, Medina, Ohio 44256 and 1040 East Tallmadge Avenue, Akron, Ohio 44310, respectively.

SAMWA COG is required to maintain oversight and perform programmatic and fiscal monitoring of contracted service providers as well as participant case file monitoring during the program year. As a result, SAMWA COG is releasing this Request for Quotes to contract for monitoring of programmatic and financial functions as required by WIOA and by the Ohio Department of Job and Family Services (ODJFS) of the grant funds administered by the SAMWA COG, and the funds awarded to its subrecipients, for State Fiscal Year (SFY) 2027/Program Year (PY) 2026, specifically:

- Title I Adult and Dislocated Worker programs for eligible disadvantaged adults with barriers to employment and displaced workers as defined by WIOA for the program year beginning July 1, 2026;
- Comprehensive Case Management and Employment Program (CCMEP) Youth Services programs for eligible Temporary Assistance for Needy Families (TANF) Youth and WIOA Youth for the program year beginning July 1, 2026;
- One-Stop Operator Services at the OhioMeansJobs centers located in both Summit and Medina Counties; and
- Other Department of Labor or State of Ohio grants or projects in the future, if applicable.

**II. Scope of Services**

The bidder is required to provide administrative, financial, and programmatic monitoring for all formula-funded WIOA programs for program specific compliance, as well as case file monitoring of WIOA Adult and Dislocated Workers and TANF and WIOA Youth under the CCMEP. Furthermore, the bidder will monitor the subrecipients for compliance with federal and state rules and regulations. **The bidder must be able to conduct monitoring services in a virtual environment.** The scope includes but is not limited to the below list of services:

- Scheduling and preparation for virtual visits;
- Remote and/or onsite review of actual files, policies, procedures, customer observation, operations observation, interviews of key managers and staff;

- Planned versus actual performance related to common measures or contractual performance;
- Eligibility determination and verification;
- Assessment and development of Individual Opportunity Plans or Employment Plans for customers;
- CCMEP WIOA Youth service delivery and compliance with Ohio Administrative Code mandates;
- Accuracy and completeness of participant files;
- Partnership relationships including program alignment, shared referral and intake forms, customer flow, as well as other factors deemed appropriate;
- Policies and procedures;
- Identification of best practices; and
- Observations for continuous improvement opportunities.

The bidder is required to produce monitoring reports detailing findings with regards to program compliance. Specific sequence of report submissions will be negotiated with the selected bidder in the final contract.

- Types of monitoring reports:
  - WIOA Adult & Dislocated Worker Career Services – contractual and common measure performance, fiscal review, and participant case file review. Area 2 has one provider/one agreement for the current program year.
  - CCMEP WIOA & TANF Youth Services – contractual and common measure performance, fiscal review, and participant case file review for both WIOA- and TANF-eligible youth. Area 2 has one provider/two agreements for the current program year.
  - One-Stop Operator Services – contractual performance and fiscal review. Area 2 has one provider/agreement for the current program year.
- All monitoring must be completed no later than February 12, 2027, and final written reports must be provided to the SAMWA COG no later than March 12, 2027.
- All written reports and related documentation must be made available to SAMWA COG.

### III. Contract Details

The start date for any resultant contract is upon execution of the agreement. The initial term will be through June 30, 2027. It will cover monitoring SFY27/PY26 subrecipient agreements as previously described. Although negotiable during contract discussions with the selected bidder, the anticipated budget for the initial contract period of monitoring is \$32,500.00: \$15,000.00 for all WIOA programmatic, fiscal, and case file monitoring, \$12,500.00 for case file monitoring of TANF Youth files in Summit County, and \$5,000.00 for case file monitoring of TANF Youth files in Medina County. After the initial term, there will be an option to continue monitoring services via contract renewal for three (3) additional program years: July 1, 2027 – June 30, 2028, July 1, 2028 – June 30, 2029, and July 1, 2029 – June 30, 2030. The budget for each of these renewal terms is not to exceed \$32,500.00, and services would be billed at an hourly rate. It is also expected that annual monitoring and reporting will be completed no later than March each renewal year.

### IV. RFQ Questions

RFQ questions must be submitted via email on or before **4:00 p.m. EST on Friday, May 1, 2026** as follows:

To: Grace Glaubman, Deputy Director, SAMWA COG  
 Email: [grace.glaubman@workforcearea2.org](mailto:grace.glaubman@workforcearea2.org)  
 Subject: Questions for Area 2 Monitoring Services RFQ

Answers will be posted on the SAMWA COG website located at <https://www.summitmedinaomj.org/board-pages/Bid-Opportunities.html>.

## V. RFQ Submission

Quotes must be submitted via email on or before **4:00 p.m. EST on Friday, May 15, 2026**, as follows:

To: Grace Glaubman, Deputy Director, SAMWA COG  
Email: [grace.glaubman@workforcearea2.org](mailto:grace.glaubman@workforcearea2.org)  
Subject: Quote for Area 2 Monitoring Services

## VI. Quote Requirements

### A. Cover Page:

“Response to RFQ for Area 2 Professional Monitoring Services”

1. Organization Name
2. Organization Address
3. Key Contact Name and Title
4. Key Contact Email Address
5. Key Contact Phone Number

### B. Relevant Experience:

1. Describe prior monitoring experience including the names, addresses, contact persons, and telephone numbers of similar organizations monitored during the past five years.
2. Describe the level of knowledge and experience with the WIOA-funded programs and activities.
3. Describe the level of knowledge and understanding of CCMEP and the union of TANF and WIOA funding as they relate to Youth services.
4. Describe knowledge of the Ohio Workforce System and Area 2 Summit and Medina Counties, as well as similarly sized local boards for benchmarking possibilities.
5. Describe knowledge of the use of the State of Ohio online case management system, Advancement through Resources, Information & Employment Services (ARIES).
6. Indicate whether your organization has any relationships with the SAMWA COG or their service providers and subrecipients that could be construed as a potential conflict of interest.
7. List three references for your organization, including a brief description of the services provided to each.
8. Provide a complete budget for the total cost of the project. At a minimum, it must identify manpower hours, hourly rate(s), and materials/supplies costs.

### C. Tools and Techniques:

1. Provide a comprehensive outline of the monitoring process and procedures the bidder will use to execute this project.
2. Provide examples of monitoring instruments and/or tools that may be utilized.
3. Provide an example of a monitoring report provided to another local workforce area with or without the actual named entity redacted.

## **VII. Quote Selection**

SAMWA COG reserves the right to reject any and all quotes received in response to this RFQ. A contract for the accepted quote will be based upon the factors described in this RFQ. It may be general practice to select the lowest quote in an RFQ process, however, SAMWA COG reserves the right to select a provider that best demonstrates experience and knowledge of the workforce system as it pertains to monitoring with cost not being the primary factor.