



**THE CHAMBER**  
FARGO MOORHEAD WEST FARGO  
**FOUNDATION**



**OPEN REQUEST FOR PROPOSAL (RFP)**

**GOOD JOBS CHALLENGE EDUCATION AND TRAINING PROVIDERS**

*RELEASE DATE July 9, 2025*

**FMWF CHAMBER FOUNDATION**

## Overview

The FMWF Chamber Foundation is a recipient of the U.S. Economic Development Administration (EDA) Good Jobs Challenge grant (Award No. ED22HDQ3070087). This grant is designed to support regional workforce systems that train/educate and place individuals into good-paying jobs in critical industries, including advanced manufacturing, agriculture/food systems, and technology/cybersecurity in North Dakota and western Minnesota.

This RFP seeks education institutions and training providers to deliver high-quality, industry-aligned training programs for participants in advanced manufacturing, agriculture/food systems, and technology/cybersecurity sectors. All training must be completed by September 30, 2026. This solicitation will result in cost reimbursement contracts based on approved participants and services rendered.

## Training Purpose & Scope

The objective of this RFP is to support training efforts that lead to participant placement into employment (Good Jobs). While this contract is limited to training and education, providers must demonstrate how their programs contribute to job placement outcomes, as required under the Good Jobs Challenge award.

- Total Training Goal (Program-wide): 900 individuals
- Placement Goal Specific to this RFP: Applicants must identify their proposed number of participants to be trained and the expected number to be placed into employment.
- Participant Funding Cap: \$5,000 per participant (inclusive of tuition and wraparound support)
- Estimated Training Budget for This RFP Round: Up to \$3.2 million across all awards
- Respondents should demonstrate cost-effectiveness, identifying expected costs per participant and total number of participants to be served.

## Contract Type and Number of Awards

- Contract Type: Cost Reimbursement
- Award Size: May not exceed \$5,000 per student/trainee
- Expected Number of Awards: Multiple contracts may be awarded under this RFP. Awards will be made based on capacity, alignment with program goals, and available funds allocated through one or more competitive rounds, including this RFP and potential future targeted solicitations.

## Required Documentation and Performance Measures

Proposal must include the following information:

### Estimated Outcomes including:

- Number of individuals anticipated to be trained by September 30, 2026
- Number of individuals anticipated to complete training by September 30, 2026
- Number of individuals anticipated to be placed into employment by September 30, 2026

**NOTE:** individuals must be career-ready by September 30, 2026, they must complete their training/education by this date to qualify.

**Proposals must address the organization's capacity to provide required documentation quarterly or as request:**

Applicants must demonstrate the ability to meet all federal reporting and documentation requirements associated with the Ignite Initiative. This includes collecting and maintaining accurate, complete, and timely data in alignment with the **EDA Workforce Data Tool** and related federal expectations.

Data collection and reporting will occur on a **quarterly basis**, and applicants must be prepared to track and submit the following data elements (as applicable):

- **Participant information**, including demographic data, enrollment status, and program progress
- **Institutional information**, such as provider location, delivery format, and partnership structure
- **Admissions and credential attainment**, including program start/end dates, completion rates, and credential types
- **Post-program employment outcomes**, such as employment status, job placement, industry sector, and wage/salary information

Applicants must describe their internal systems and staff capacity for managing data, as well as their processes for quality assurance and compliance monitoring. This includes retaining appropriate documentation for audit purposes and participating in any federal or local data validation activities.

Selected providers will be required to report quarterly using standardized templates provided by the Chamber Foundation and may be asked to submit supporting documentation or participate in additional performance or compliance reviews. Failure to meet reporting expectations may result in remedial actions as outlined in the Remedies for Noncompliance section.

## Eligible Participants

Education and training providers responding to this RFP must serve individuals who meet all of the following eligibility criteria:

- **Residency - Reside in:**
  - **Any county in North Dakota**, or
  - One of the following eligible counties in **Northwestern Minnesota**: Kittson, Roseau, Lake of the Woods, Marshall, Beltrami, Pennington, Red Lake, Polk, Clearwater, Norman, Mahnomen, Clay, Becker, Hubbard, Cass, Wilkin, Otter Tail, Wadena, Crow Wing, Traverse, Grant, Douglas, Todd, Morrison, Stevens, Pope, or Hennepin.
- **Career Pathway Alignment:**

Be currently employed in, or pursuing training/education to gain employment in one of the following sectors:

  - Advanced Manufacturing
  - Agriculture/Food Systems
  - Cybersecurity/Information Technology (IT)
- **Eligibility Verification:**

Complete the Good Jobs Challenge (GJC) eligibility application prior to beginning any new training program or the final semester of an existing program and receive formal approval.

- **Training Deadline:**

All training must be completed by **September 30, 2026**. Individuals must be career-ready by September 30, 2026, they must complete their training/education by this date to qualify

### **Target Populations**

All individuals are eligible to participate regardless of race, color, national origin, handicap, disability, age, religion, or sex and in alignment with Section G.02 of the Department of Commerce Standard Terms and Condition. Target populations include:

- New Americans
- Justice-involved individuals
- Veterans or Service Members
- BIPOC individuals (Black, Indigenous, and People of Color)
- Women pursuing careers in technology
- High School Seniors

### **Proposal Content Requirements**

Applicants must complete the Training Provider RFP Form (Appendix A) and submit it electronically by the deadline. Proposals will be evaluated based on the following criteria:

#### **Alignment, Capacity, and Quality**

- Alignment with industry sectors and program goals, including the ability to achieve stated outcomes
- Quality and relevance of sector curriculum, including how it aligns with in-demand careers in advanced manufacturing, agriculture/food systems, or cybersecurity/information technology (IT), and the credentials participants will earn upon completion
- Employer engagement and strategies for supporting job placement
- Financial infrastructure and capacity to comply with federal requirements

#### **Estimated Outcomes**

Applicants must clearly state anticipated outcomes, including:

- Number of individuals expected to be trained
- Number of individuals expected to complete training
- Number of individuals expected to be placed into employment

#### **Documentation & Reporting Capacity**

Applicants must demonstrate the capacity to collect, manage, and submit all required documentation and data in alignment with federal expectations. Data must be reported on a **quarterly basis** and be consistent with the elements outlined in the **EDA Workforce Data Tool**.

Required documentation includes, but is not limited to:

- Proof of participant eligibility and consent
- Participant demographic and enrollment data
- Attendance, credential attainment, and program completion records
- Post-program employment and placement verification, including job title, industry sector, and wage/salary information

- Narrative and follow-up reports on participant progress and outcomes  
Institutional and program-level data (e.g., delivery format, program structure, partnerships)

Applicants must describe their systems and staffing for data collection, verification, and reporting, and demonstrate a commitment to timely, accurate, and complete compliance with all federal and program-specific reporting requirements.

## Evaluation and Selection Process

Proposals will be evaluated by a three-person review team based on a 13-point scoring rubric (Appendix B). A minimum score of 6 is required for consideration. Awards will be made on a rolling basis, and notifications will be sent as soon as possible following proposal review.

## Key Contractual and Administrative Details

- **EIN Requirement:** All applicants must have a valid Employer Identification Number (EIN) issued by the Internal Revenue Service (IRS)..
- **Compliance:** Contractors must adhere to 2 CFR Part 200 requirements and the FMWF Chamber Foundation procurement policies.
- **Contractor vs. Subaward Clarification:** This solicitation is for contractors, not subrecipients.
  - Note: This RFP will result in procurement contracts, not subawards. Entities will be reimbursed for allowable costs upon submission of approved invoices and documentation.
- **Cost Basis:** Training costs must be based on actual expenditures (cost reimbursement) and must be detailed in submitted invoices.

## Submission Process and Questions

All proposals must be submitted via email as a **single PDF document**, addressing all requirements outlined in **Appendix A**, no later than **11:59 p.m. CST on July 23, 2025**, to:

**Dr. Jane Vangsness Frisch – [jvfrisch@fmwfbchamber.com](mailto:jvfrisch@fmwfbchamber.com)**

**Late submissions will not be accepted.** The email subject line should clearly state: **“Ignite Initiative RFP Submission – [Organization Name]”**.

Proposals may be reviewed on a rolling basis, and early submission is strongly encouraged to support timely review and award notification.

All training activities funded under this RFP must be completed by **September 30, 2026**. The **contract period of performance** will begin upon award and extend through September 30, 2026, to allow for final reporting and closeout.

Questions should be submitted in writing to **[jvfrisch@fmwfbchamber.com](mailto:jvfrisch@fmwfbchamber.com)**. The subject line of question emails should clearly state: **“Ignite Initiative RFP Question – [Organization Name]”**. All inquiries will receive a response within **five (5) business days**, and answers to frequently asked questions may be posted on the Chamber Foundation’s website for reference.

A summary of applicable policies and invoicing procedures will be provided upon award. If you wish to review these documents prior to submission, you may request a copy by emailing **[jvfrisch@fmwfbchamber.com](mailto:jvfrisch@fmwfbchamber.com)**.

## Appendix A: Training Provider RFP Form

Applicants must complete the following information in their proposal submission, answers should not exceed 250 words per question:

1. Organization Name:

2. Primary Contact Name, Title, Email, and Phone Number:

3. Organization EIN Number:

4. Proposed Training Sector(s) (check all that apply):

- ☐ Advanced Manufacturing
- ☐ Agriculture/Food Systems
- ☐ Cybersecurity/Information Technology (IT)

5. Brief Description of Your Organization and Training/Education Programs that are aligned with the training sectors (Advanced Manufacturing, Agriculture/Food Systems, Cybersecurity/IT):

6. Estimated Number of Participants by sector (by September 30, 2026):

Sector	To be trained	To complete training	To be placed into employment
Advanced Manufacturing			
Agriculture/Food			
Cybersecurity/Information Technology (IT)			

7. Describe the populations you intend to serve and outline your strategies for reaching and engaging them:

8. Provide an overview of the proposed training/education program(s), including curriculum details and credentials awarded:

9. Describe employer engagement in the training/education program(s) (e.g., curriculum design, internships, job placement support):

**10. Estimated Total Cost of Training:**

- a. Total number of participants anticipated to be supported: \_\_\_\_\_
- b. Cost per participant (not to exceed \$5,000): \_\_\_\_\_

**11. Describe how your organization will identify participants' needs and provide or connect them with appropriate wraparound support services (e.g., childcare, transportation, advising):**

**12. Please describe your organization's capacity to collect, manage, and submit all required documentation and data in alignment with federal expectations and the EDA Workforce Data Tool. Your response must address the following:**

- Your systems and processes for collecting, verifying, and reporting data and finances on a quarterly basis
- Staff roles and responsibilities related to data and reporting
- How you will ensure accurate and timely documentation of:
  - Participant eligibility and consent
  - Demographic and enrollment data
  - Attendance, credential attainment, and program completion
  - Post-program employment and placement verification, including job title, industry sector, and wage/salary data
  - Narrative and follow-up reports on participant progress and outcomes
  - Institutional and program-level data (e.g., delivery format, program structure, partnerships)
- Your organization's prior experience, if any, with federal or performance-based reporting

**13. Remedies for Noncompliance (Acknowledgement)**

All selected providers are required to comply with applicable federal requirements as outlined in Appendix II to 2 CFR Part 200 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards, including but not limited to data reporting, record retention, and audit readiness.

Failure to meet the performance or reporting requirements of this initiative may result in the implementation of remedies, including but not limited to:

- Written warnings or corrective action plans
- Withholding of payments until compliance is achieved
- Suspension of participation in Ignite-funded activities
- Termination of award or contract
- Referral to appropriate oversight or enforcement authorities

These remedies will be applied based on the nature and severity of the noncompliance and in accordance with federal award management principles.

**Do you acknowledge and agree to comply with these federal requirements and potential remedies for noncompliance as a condition of participation in the Ignite Initiative?**

☐ Yes      ☐ No

## Appendix B: Proposal Scoring Rubric

Category	Criteria	Points Available	Scoring Guidance
Program Alignment	Alignment with advanced manufacturing, agriculture/food systems, or IT/cybersecurity sectors	0–1	0 = No alignment 1 = Alignment
Participant Eligibility & Outreach	Plan for recruiting and supporting all populations	0–2	0 = None 1 = Some 2 = Strong
Curriculum & Credentials	Training quality and credentials awarded in aligned industries	0–2	0 = None 1 = Basic 2 = High-value
Wraparound Support	Support services provided to participants	0–1	0 = None 1 = Provided
Employer Engagement	Employer involvement in training, placement, or tuition support	0–2	0 = None 1 = Support only 2 = Financial/placement
Retention & Completion Strategy	Strategy for participant retention and completion	0–1	0 = None 1 = Evidence-based strategy
Data & Compliance Readiness	Capacity to collect data and meet federal reporting requirements	0–2	0 = None 1 = Basic 2 = Strong systems
Financial Infrastructure	Ability to manage, track, and invoice federal funds	0–2	0 = None 1 = Some 2 = Strong
Non-compliance	Acknowledgement	N/A	YES NO

Total Points Available: 13

Minimum Required to Qualify: 6