



WORKSOURCE MONTGOMERY, INC.

1801 Rockville Pike, Suite 320
Rockville, MD 20852

**REQUEST FOR APPLICATIONS (RFA)
Community Workforce Network General Operating Grant**

ISSUED ON

January 21, 2026

TIMELINE

RFA Released: January 26, 2026

Deadline for Questions: February 2, 2026

Q&A Published: February 6, 2026

RFA Deadline: February 13, 2026

Funding Notifications: March 6, 2026

Contract Start Date: April 1, 2026

Initial Period of Performance: April 1, 2026- December 31, 2026

Wheaton
11510 Georgia Ave, First Floor
Wheaton, MD 20902
301-929-6880

Germantown
12900 Middlebrook Road
Germantown, MD 20902
240-406-5485

East County
3300 Briggs Chaney Rd,
Silver Spring, MD 20904
240-777-8412

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PART I. BACKGROUND AND GENERAL SOLICITATION INFORMATION

BACKGROUND INFORMATION

WorkSource Montgomery, Inc. (WSM) is a non-profit arm of the Workforce Development Board, through a united Board structure. WSM provides a variety of workforce and economic development services and supports Montgomery County businesses and residents. The services include a broad range of activities that offer our residents the skills and knowledge to succeed in developing a robust economy.

WSM is governed by a Board of Directors and Local Elected Officials (LEOs) in Montgomery County, Maryland. The WorkSource Montgomery The board's goal is to fulfill the organization's mission by successfully bringing the local workforce and economy together. It also works to execute policy determined by Montgomery County's Workforce Development Board. The board is a diverse group of thought leaders representing business, academia, and nonprofit entities in Montgomery County. The board's goal is to fulfill the organization's mission to successfully bring the local workforce and the board's goal is to fulfill the organization's mission by successfully bringing the local workforce and economy together. It also works to execute policy determined by Montgomery County's Workforce Development Board.

WSM focuses on linking local and regional economic development and workforce efforts in Montgomery County, Maryland. WSM develops a deep understanding of target and emerging industry demands, creating sustainable workforce solutions which are tailored to the region. This enhances individuals' ability to compete for higher quality jobs and helps employers compete in the marketplace.

WORKSOURCE MONTGOMERY'S VISION

Economic development, education, and the system of talent development are aligned locally and regionally to sustain a vibrant economy in Montgomery County.

WORKSOURCE MONTGOMERY'S MISSION

- To meet the talent attraction, development, and retention needs of strategic industries.
- To meet the needs of the underemployed and unemployed.
- To develop career pathways that lead to sustainable wage jobs and support a thriving community.

WORKSOURCE MONTGOMERY'S ROLES

- We catalyze change in the community to build an effective workforce development system.
- We serve as both a facilitator and convener to identify issues and act collectively with

partners to address them.

- We function as an intermediary/broker between the supply and demand sides of the workforce system regarding current and future skill needs to ensure mutually beneficial relationships and outcomes.
- We advocate for addressing workforce development issues at the local, state, and national levels.

GUIDING PRINCIPLES

WorkSource Montgomery (WSM) is committed to building a coordinated, high-quality workforce ecosystem that expands access, improves service quality, and strengthens organizational capacity across Montgomery County. The 2026 Operational Grant Program is guided by the following principles:

WSM prioritizes partnerships that advance equity, align with sector-based workforce strategies, and support organizations serving individuals facing barriers to employment. Investments are intended to strengthen operational infrastructure, promote accountability, and support collaborative, data-informed service delivery across the Community Workforce Network (CWN).

WSM values continuous improvement, performance transparency, and shared responsibility for system outcomes. All funded organizations are expected to participate in technical assistance, engage in peer learning, and contribute to a cohesive workforce development network.

PROGRAM GOALS

The 2026 Operational Grant Program is designed to strengthen the organizational capacity of workforce development partners and improve the effectiveness, consistency, and reach of services across Montgomery County.

Program goals include:

- Enhancing the operational infrastructure of CWN partners
- Expanding the quality and scale of workforce services
- Supporting alignment with countywide workforce priorities
- Strengthening data, reporting, and performance management practices
- Promoting coordinated service delivery across the workforce ecosystem

WSM seeks to invest in organizations that demonstrate readiness to scale impact, engage collaboratively, and contribute to long-term system transformation.

SERVICES SOLICITED

WSM seeks proposals that support organizational operations and infrastructure related to workforce development activities. Funds must be used to strengthen the applicant’s capacity to deliver high-quality workforce services.

Allowable uses of funds include, but are not limited to:

- Staffing and organizational capacity
- Outreach, recruitment, and engagement of jobseekers and employers
- Technology, systems, and infrastructure improvements
- Training materials or curriculum refinement
- Program evaluation, performance management, and data systems
- Rent or administrative overhead directly related to workforce development services

Funds may not be used for lobbying, political activities, or personal benefit.

In addition to financial support, awarded organizations will receive structured technical assistance and capacity-building services provided directly by WSM. These services may include organizational development, performance management support, program design guidance, fiscal and compliance assistance, and peer learning opportunities. Participation in technical assistance is a required component of the grant.

PLANNED PROCUREMENT TIMELINE

RFA Released: January 26, 2026

Deadline for Questions: February 2, 2026

Q&A Published: February 6, 2026

RFA Deadline: February 13, 2026

Funding Notifications: March 6, 2026

Contract Award Date: March 16, 2026

PERIOD OF PERFORMANCE

The anticipated period of performance for the 2026 Operational Grant Program is April 1, 2026, through December 31, 2026. Continued participation is contingent upon compliance with grant terms, reporting requirements, and engagement in required technical assistance activities.

FUNDING LEVELS

Each award includes a \$15,000 operational grant, and WSM-coordinated technical assistance valued at approximately \$10,000, delivered at no cost to the grantee. Participation in all required technical assistance and training activities is mandatory. The combined value of funding and services will be reported as leverage for countywide workforce development investments. WSM anticipates making up to 25 awards, subject to funding availability and final approval.

REPORTING REQUIREMENTS

To ensure transparency, accountability, and continuous system improvement, all funded organizations must comply with WSM’s reporting and monitoring requirements.

Grantees are required to:

- Submit quarterly performance reports documenting use of funds, a mid-year and end-of-year Service Delivery Outcomes report documenting populations served, organizational capacity improvements, and workforce-related activities.

[Mid-year will cover January 1 – June 30, End-of-Year will cover July 1 – Dec 31 of funded year]

- Participate in required data collection, surveys, and performance tracking activities.
- Attend all mandatory technical assistance and training sessions.
- Cooperate with site visits, virtual check-ins, and documentation requests as needed.

WSM will provide standardized reporting templates and guidance. Reports must be submitted by the deadlines established in the grant agreement.

Failure to meet reporting, participation, or compliance requirements may result in corrective action and may affect eligibility for future WSM funding.

PART II. GENERAL CONDITIONS & TERMS

GENERAL CONDITIONS

1. Issuance of this RFA does not obligate WorkSource Montgomery (WSM) to make an award or enter into any agreement. WSM reserves the right to accept, reject, or modify any or all applications and to fund none, some, or all proposals.
2. WSM may amend or withdraw this RFA at any time if deemed necessary to meet program objectives.

3. WSM is not responsible for any costs incurred by applicants in preparing or submitting an application.
4. All submitted applications become the property of WSM and will be reviewed in accordance with applicable public records and disclosure laws. WSM will make reasonable efforts to protect confidential or proprietary information, consistent with legal requirements.
5. Funding decisions are contingent upon applicant eligibility, demonstrated organizational capacity, satisfactory past performance (if applicable), and alignment with WSM priorities.
6. WSM reserves the right to request clarification, additional documentation, or revisions during the review process and to negotiate terms as necessary prior to award.
7. Awardees must comply with all applicable federal, state, and local laws, including nondiscrimination, accessibility (ADA), fiscal accountability, and reporting requirements, and must operate programs with appropriate safeguards against fraud, waste, and abuse.
8. Submission of an application certifies that the information provided is accurate and that no conflicts of interest or prohibited relationships exist related to WSM funding decisions.
9. Applications that are incomplete, fail to meet eligibility requirements, or are submitted after the deadline will not be considered.

NOTIFICATION AND DISTRIBUTION

This Request for Applications (RFA) will be distributed to all eligible Community Workforce Network (CWN) Standard Members via the official CWN email list on January 26, 2026. The distribution email will include the application link and submission instructions.

All applications must be submitted electronically through the following [application portal](#). Submissions sent by email or through any other method will not be accepted.

Information related to this RFA, including updates, amendments, and responses to submitted questions, will be communicated through the same official channels. It is the responsibility of applicants to monitor their email and follow all instructions provided in the announcement.

QUESTIONS AND ANSWERS

WorkSource Montgomery (WSM) will accept written questions regarding this RFA by email only to

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procurement@worksourcemontrgomery.com through 5:00 PM Eastern on February 2, 2026. The subject line of all inquiries must include "CWN RFA."

Responses to all timely submitted questions will be compiled and distributed to eligible applicants on February 6, 2026, through the official CWN communication channels. All posted responses will be considered part of this RFA.

PROPOSAL DELIVERY AND SPECIFICATIONS

APPLICATION REQUIREMENTS

To be considered for funding, applicants must submit a complete application package by the stated deadline. Incomplete or late submissions will not be reviewed.

Each application must include the following components:

ONLINE APPLICATION FORM

Completed through the [submission portal](#) provided in the RFA announcement.

ORGANIZATIONAL OVERVIEW

Brief description of the organization's mission, history, and populations served, with emphasis on workforce development activities in Montgomery County.

WORKFORCE DEVELOPMENT ACTIVITIES

Summary of current programs, key partners, service delivery model, and outcomes or impact.

PROPOSED USE OF FUNDS

Clear explanation of how the \$15,000 operational grant will be used to strengthen organizational capacity and improve workforce service delivery.

ENGAGEMENT COMMITMENT

Statement confirming the organization's commitment to participate in all required technical assistance, trainings, convenings, and reporting activities.

BUDGET SUMMARY

High-level operational budget indicating how grant funds will be allocated across allowable cost categories.

COMPLIANCE DOCUMENTATION *(Required Attachments)*

Applicants must submit the following with their application:

- **Proof of Good Standing in the State of Maryland** (e.g., Certificate of Status from the Maryland Department of Assessments and Taxation)
- **Active SAM.gov Registration** (proof of current registration)
- **Certificate of General Liability Insurance** meeting **Montgomery County minimum requirements**, including:
 - Commercial General Liability: **\$1,000,000 per occurrence / \$2,000,000 aggregate**
 - WorkSource Montgomery named as additional insureds, where applicable

COMPLIANCE ATTESTATION

Signed affirmation that the organization is not receiving other WSM 2026 programmatic funding and is in good standing with all prior WSM requirements.

WSM reserves the right to request additional documentation as needed to verify eligibility, compliance, or organizational capacity.

The issue of this RFA is coordinated by:

Ernestine Chambers

President/CEO

UpSkill etc.

EChambers@UpSkillETC.com

NON-APPROPRIATION AND CANCELLATION

WSM may cancel any resulting executed agreement with 30 days' written notice, and the agreement shall be subject to the availability of Federal and/or State funding.

ELIGIBLE PROPOSERS AND PROPOSAL ACCEPTANCE CRITERIA

All governmental and private organizations, whether for profit or nonprofit, may apply. Non-governmental proposers must submit evidence of their legal status in the form of a printout of their Certificate of Status from the MD Secretary of State, or comparable agency from their home state, indicating the type of business (corporation, LLC, LLP, etc.).

No organization, nor its named partners or subcontractors, will be considered that:

1. Have been debarred by an action of any government agency; or
2. Have a previous contract with any governmental entity in Maryland terminated for cause;
or

3. Have not complied with an official order of any agency of the State of Maryland or United States Department of Labor to repay disallowed costs incurred during their conduct of projects or services; or

4. For any other good and just cause determined at the sole discretion of

WSM. These provisions also apply to include any related entities of the proposer.

WSM reserves the right to accept or reject any or all proposals received or portions thereof. At WSM's discretion, all or part of this procurement may be cancelled or withdrawn, or may be declared failed and all, or portions of, the RFA reissued. WSM also reserves the right to waive minor technical irregularities in offers received. During the technical review period, WSM reserves the right at its sole discretion and sole judgment to contact proposers for the purpose of offering them the opportunity to clarify any minor technical points, with the determination being at WSM's sole judgment.

WSM may accept projects or groups of services from different proposals if separation of projects and/or services is practical and independent pricing is available, unless the proposer qualifies their proposal with specific limitations. These services and/or projects may be combined with other services and/or projects at the discretion of WSM, unless the proposer qualifies their proposal with specific limitations.

The proposer must sign the assurances at Attachment B. The submission of a proposal in response to this RFA with signed Cover Page (Attachment A) is an affirmative act of agreement and/or assurance that the proposer and its collaborators will comply with these requirements. If unable to comply with these requirements, please do not submit a proposal.

AWARD PROCESS AND NOTIFICATION

WSM will distribute this RFA on January 26, 2026. Written questions will be accepted through 5:00 PM Eastern on February 2, 2026, with responses issued on February 6, 2026. Applications are due February 13, 2026, and will be reviewed by a third-party reviewer. Funding recommendations will be reviewed and approved by WorkSource Montgomery. Award notifications will be issued on March 6, 2026, with grant agreements executed by March 16, 2026, contingent upon completion of required documentation.

DEBRIEFING

Due to the size of the grant awards, WorkSource Montgomery (WSM) **will not** offer debriefing sessions for this RFA. Award decisions are final, and individual feedback on application scoring or evaluation will not be provided.

CONFLICT OF INTEREST

In accordance with Maryland Department of Labor policy and federal procurement standards under 2 CFR 200.318(c)(1), WorkSource Montgomery (WSM) maintains strict conflict of interest requirements to ensure fairness, transparency, and integrity in all funding decisions.

No member of any Workforce Development Board or committee shall participate in, vote on, or influence any matter that would result in a direct or indirect financial benefit to themselves, their organization, or any entity with which they are affiliated. This includes, but is not limited to:

- Board members may not vote on the provision of services by any organization they represent or with which they have a financial or organizational interest.
- Vendors may not serve on committees that make funding recommendations.
- Board or committee members with vendor affiliations must recuse themselves from all funding discussions, evaluations, scoring, or votes related to this RFA.
- Individuals with vendor affiliations shall not participate in the development of the RFA scope of work, evaluation criteria, or selection process.

These requirements are consistent with federal regulations, which state:

“No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a federal award if a real or apparent conflict of interest exists. A conflict arises when the individual, a member of their immediate family, a partner, or an organization that employs or is about to employ any of these parties has a financial or other interest in, or receives a tangible personal benefit from, a firm considered for award.”

— 2 CFR 200.318(c)(1)

All applicants must disclose any actual or potential conflicts of interest, or the appearance thereof, within the application. Failure to disclose conflicts may result in disqualification or termination of an award.

CERTIFICATION STATUS (AS APPLICABLE)

Applicants may submit documentation verifying their status as a Minority Business Enterprise (MBE), Veteran-Owned Business Enterprise (VBE), and/or Disadvantaged Business Enterprise (DBE), if applicable. The certifications submitted will be reviewed and verified by WSM.

PRE-AWARD COSTS, MONITORING, AND WITHDRAWAL

WorkSource Montgomery (WSM) will not reimburse any costs incurred prior to the execution of a grant agreement or issuance of a formal Letter of Intent.

WSM will monitor funded organizations at least once during the grant period. Grantees may be required to provide documentation to substantiate expenses in accordance with the approved budget.

Applications may be withdrawn by written notice at any time prior to contract execution.

CONTACT INFORMATION

For any questions regarding this addendum, please contact:

Ernestine Chambers

President/CEO

UpSkill etc.

EChambers@UpSkillETC.com