

Central Iowa Workforce Development Board Legal Consultation Services Request For Quote (RFQ)

The Executive Director of the Central Iowa Workforce Development board is looking for an organization, business, or independent contractor to provide legal consultation to aid in administration of the Federal Workforce Innovation and Opportunity Act (WIOA) grant. The contractor must have experience in working with federal grants and contracts.

Expectation for Service:

- Provide technical assistance on a as needed basis related to protecting the interest of the Central Iowa Workforce Development Board and its members, the Elected Officials serving on the CEO Board of the Central Iowa Workforce Area, Board Staff and independent contractors; including but not limited to
 - Contract development technical assistance.
 - Assistance in responding to any monitoring inquiries.
 - Advice related to articles of incorporation.
 - Insurance matters.
 - Risk management and liability.
 - MOU's
 - Infrastructure Funding Agreement Development

Time Estimation:

- It is estimated that 5-10 hours per month of assistance will be requested.

Payment:

- Payment will be made on a cost-reimbursement basis.

Selection Criteria:

Hourly rate and Experience with federal grants will be equally considered in selecting a qualified entity.

Please remit quote to eric.kress@ciwdb.org electronically, or postmarked by mail to CIWDB, Po Box 913, Waukee, IA, 50263 no later than September 30, 2023.

- Include:
 - Quote: Hourly Rate for Services
 - Professional resume or background of the organization demonstrating qualifications including 3 Professional References