



**Workforce Investment Board
Northwest Region
www.nwwib.org**

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TO: Potential Service Providers of Temporary Personnel Services

FROM: Lisa Hostetler, Director, Northwest Region Workforce Investment Board, North Central Missouri College

DATE: December 23, 2011

RE: Request for Proposals (RFP)

The Northwest Workforce Investment Board, comprised of the 18 contiguous counties of Northwest Missouri, is seeking applications to subcontract with any group, agency, institution, public or private to provide temporary personnel services for individuals that are participating in the Disaster Recovery Jobs Program (DRJP). This program is funded through the Department of Labor's National Emergency Grant.

A Request for Proposals application packet is on the Northwest Workforce Investment Board website (www.nwwib.org) and is also being sent via email to potential service providers.

Potential bidders must complete the proposal as directed in the RFP; the deadline for submitting applications will be **12:00 noon CDT on Monday, January 23, 2012**. The proposals must be addressed as indicated in the RFP.

Any and all questions regarding specifications or the proposal process must be received in writing by fax to 660/359-3082, attention Lisa Hostetler, or by email to lhostetler@mail.ncmissouri.edu. Questions received after noon CDT on January 13, 2012 will not be given consideration. Responses to specification and/or proposal process questions will be posted on the Northwest Workforce Investment Board website (noted above).