# WIOA implementation Services Catalog – 2024

The SPR team of evaluators and technical assistance practitioners have been overseeing, documenting, and assisting the implementation of the Workforce Innovation and Opportunity Act (WIOA) at the federal, state, and local level since 2016 and have developed numerous trainings, tools, evaluation rubrics, and consultation resources for a variety of audiences. The price list below is for TA and Evaluation products related to WIOA implementation. Representative WIOA implementation topics are provided below. Please inquire for the availability of additional WIOA implementation topics.

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| **Catalog Item** | **Included** | **Base Price** | **Customization Variables** |
| **Coaching, Training, and Tool Development**  |
| **Tool/Resource Development** | * Up to 5-page written tool or resource on a single topic, designed using human-centered design principles
* Up to 3 planning meetings with client to scope tool and identify audience
* 1 review cycle with client
* Audience engagement and/or needs assessment to inform tool development
 | $25,000 | * Additional length of tool (more content, number modules) – a
	+ +$1,000 / page (additional content, same topic)
	+ +$10,000 per module (additional topics), up to 3 pages of content
* Additional review cycles with client and/or audience + $1,000 per cycle
* Development of video content – ask for quote
* Development of website content – ask for quote
* Virtual hosting of tool for download or use – ask for quote
* Additional meetings with client + $500 ea.
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| **Training**In-person and virtual options available. | * 1-hour interactive training with 1 SPR SME trainer for up to 25 participants, hosted by client (virtual or in-person)
* Up to 2 planning meetings to discuss training objectives, review training content, and plan for training logistics
 | $7,500 + Cost of travel and accommodation for trainer(s), as necessary | * Additional training time + $1,000/hr. per trainer
* Additional participants – (requires extra trainers),
	+ 26-300 participants +$1,000 for every additional 25 participants
	+ 300+ participants – ask for quote
* Additional SPR trainers + $500 per trainer
* Copies of training materials (slide decks, facilitator guides) – ask for quote
* Evaluation components (pre/post knowledge surveys) –
	+ 1-25 participants+ $500
	+ 26-100 participants+$1,000
	+ 101-300 participants + $1,500
	+ 300 + participants – ask for quote
* Use of SPR virtual training platform + $1,000
* SPR procurement of in-person training space – ask for quote
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| **Coaching**  | * 1 coaching session conducted by SPR SME
* 1 pre-coaching call with client to review coaching goals
* 1 post-coaching call with client/management team to review progress
* 1-page progress report on site engagement
 | $2,500+ Cost of travel and accommodation for coach(es), as necessary  | * Additional coaching engagements + $2,500 each
* Additional coaches + $2,500, per coach, per engagement
* Administration of TA Needs Assessment – ask for quote
* Multi-site coach coordination + $500 per coach meeting
* Development of management and measurement tools (e.g. progress report templates, needs assessments) – ask for quote
* Additional progress reporting requirements + $500 per progress report
* Development of final, summative coaching report or assessment – Dependent on number coaching engagements, ask for quote
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| **Consultation** | * 1, up to half day, consultation session conducted by SPR SME
* 1 post-consultation memo summarizing discussion and recommended next steps
 | $1,000+ Cost of travel and accommodation for consultant(s), as necessary | * Engagement of additional SPR SMEs – ask for quote
* Additional consulting time + $500/ per half day
* Additional consulting sessions – ask for quote
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| **Research and Analysis** |
| **Evaluation of sites implementing workforce initiatives**  | * 1 implementation or developmental evaluation of 1 site implementing a workforce initiative for 1 year
* Up to 3 scoping meetings with client to determine evaluation design and logistics
* Evaluation plan
* Development of customized evaluation instruments
* Virtual Quarterly Check in with site.
* Quarterly call to discuss evaluation progress with client
* Quarterly evaluation progress reports
* Final evaluation memo
 | $20,000+ Cost of travel and accommodation for evaluator(s), as necessary | * Additional sites + $7,500 ea.
* Additional scoping meetings + $500 ea.
* Additional analysis products (e.g. briefing paper, formal report, presentation) – ask for quote
* In-person site visit + $1,000/day per evaluator
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| **Policy Analysis Memo** | * Up to 10-page, draft Policy Analysis Memo with findings
* Up to 10-page, final Policy Analysis Memo with findings
* Review of up to five qualitative or quantitative data sources
* Up to 3 planning meetings to scope memo, data sources, and memo design
* 1 draft review cycle + meeting to review draft policy memo
* 1 final review cycle + meeting to final edits
* Copy editing to draft and final copies of memo
 | $40,000 | * Additional page length – ask for quote
* Additional data sources – ask for quote
* Additional review cycles + $2,000 per cycle
* Additional client meetings + $500 per meeting
* Design – ask for quote
* Additional copy editing + $400
* Inclusion of recommendations in addition to memo findings – ask for quote
* Presentation of memo findings + $2,500
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| **Literature Review** | * Literature review based on one research question/topic
* Review of up to 25 sources in the public domain
* Up to 2 scoping meetings to develop research question(s)/ review topic(s) and clarify research sources
* Literature review plan memo including search terms, search parameters, and search platforms
 | $15,000 | * Additional subtopics or research questions – ask for quote
* Additional public domain research sources + $500 per source
* Additional proprietary research sources – ask for quote
* Final production design – ask for quote
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| **Resource Revision** | * Review of existing resources to update SPR-created assets, up to 15 pages.
* Includes time for consulting on revisions, as well as one round of feedback to incorporate comments and edits from up to 5 reviewers
 | $5,000 | * Additional review cycles + $500 per cycle
* Additional page-length + $500/page
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| **Webinar Presentation** | * 1-hour virtual webinar presentation with 1 subject matter expert (SME) presenter hosted on client’s webinar platform for 2 – 100 audience members
* 1 planning meeting with client to determine scope, run of show, and logistics
* Copy of slide deck
* Copy of recording
* One “dry run” to review logistics
 | $7,500  | * Additional presentation time + $2,000/hour
* Use of SPR webinar platform + $1,000
* Additional participants –
	+ 101-300 participants + $500
	+ 301-1000 participants +$1,000
	+ 1001+ participants $1,500
* Registration management
	+ 101-300 participants + $500
	+ 301-1000 participants +$1,000
	+ 1001+ participants + $1,500
* Additional SPR SME presenters + $1,000 / presenter
* Incorporation of panelists/guest speakers + $1,000 / panelist
* Additional planning meetings + $500 each
* Post-event recording edits + $1,000
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| **Conference Presentation** In-person and virtual options available. | * 1-hour conference presentation by 1 SPR SME at virtual or in-person conference
* 1 planning meeting with client to determine scope, run of show, and logistics and to identify additional panelists (as needed)
* Copy of slide deck
* Preparation of conference presentation application
 | $7,500 + Cost of travel, conference fees and accommodation for presenter(s), as necessary | * Additional presentation time + $2,000/hr.
* Additional SPR Presenters + $1,000 ea.
* Additional non-SPR panelists/presenters + $1,000 ea.
* Identification, engagement, and preparation of non-SPR panelists/presenters – ask for quote
* Addition of interactive components (table activities, participant engagement) – ask for quote
* Additional client meetings to manage conference logistics + $500 per meeting
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| **In-Person Event** | * Half-day, interactive event for up to 60 people, hosted by client
* Up to 4 SPR SME trainer/facilitators
* Up to three concurrent or serial sessions
* Up to 3 scoping meetings with clients to design event and discuss logistics
 | $20,000+ Cost of travel and accommodation for consultant(s), as necessary | * Additional attendees –
	+ 61-100 participants + $1,000
	+ 101-300 participants + $2,500
	+ 301-500 participants +$5,000
* Additional length + $2000/hr.
* Note taking + $200/session
* Addition of concurrent sessions + $1,000/session
* Additional SPR trainers + $1,000 per trainer, per half day
* Additional non-SPR presenters + $1,000 ea.
* Copies of event materials (slide deck, handouts) – Ask for quote
* Materials – charged at cost + G&A
* Evaluation components (e.g. pre-/post-learning assessments or other audience poll integrations) –
	+ 1-100 participants+$1,000
	+ 101-300 participants + $1,500
	+ 300 + participants – ask for quote
* Registration management –
	+ 1-300 participants + $1,000
	+ 301+ participants – ask for quote
* Summary Report – ask for quote
* Event promotion – ask for quote
* Coordination and facilitation of non-SPR presenters + $500 per meeting
* Additional client meetings to manage event details + $500 per meeting
* Procurement of space and/or food and beverage – ask for quote
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| **Virtual Event**  | * Half-day, interactive virtual event for up to 60 people, hosted by SPR
* 4 SPR SME trainer/facilitators
* 1 SPR support staff (webinar logistics)
* One virtual, main room with up to 3 SPR facilitated breakout rooms
* Up to 3 scoping meetings with clients to design event and discuss logistics
 | $18,000 | * Additional attendees –
	+ 61-100 participants + $500
	+ 101-300 participants + $1,500
	+ 301-1000 participants +$3,000
	+ 1001+ participants + $4,000
* Additional length + $2,000/hr.
* Addition of concurrent sessions + $1,000/session
* Additional SPR trainers + $1,000 per trainer, per half day
* Additional non-SPR presenters + $1,000/ea.
* Copy of recording + $500
* Copies of event materials (slide deck, handouts) – Ask for quote
* Evaluation components (e.g. pre-/post-learning assessments or other audience poll integrations) –
	+ +$1,000 1-100 participants
	+ $1,500 101-300 participants
	+ 300 + participants – ask for quote
* Registration management –
	+ 1-300 participants + $500
	+ 301-1000 participants +$1,000
	+ 1001+ participants – ask for quote
* Event promotion – ask for quote
* Coordination and facilitation of non-SPR presenters + $500 per meeting
* Additional client meetings to manage event details + $500 per meeting
* Note taking – ask for quote
* Event Summary – ask for quote
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| **Virtual Event Support** | * Support from 1 SPR Virtual Event Specialist (VES) for half-day, interactive virtual event
* Attendance by SPR VES at up to three planning meetings
* Development of Event Run of Show
 | $7,500 | * Additional SPR staff + $1,725/ea.
* Additional time + $2,000/event hour
* Additional event-related deliverables (e.g. slide decks, note-taking) – ask for quote
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| **Virtual Dashboards, Mapping products** |
| Static Geographic Map | * Two scoping meetings to understand requirements and dataset(s)
* Single PDF map with geocoding up to 1,000 locations
* Data provided by the client with complete address information.
* If data contains categorical variable, up to 10 distinctly identified categories for 1 (one) variable.
* Up to 3 additional layers of contextual data provided by the client in a tabular format (CSV, Excel, etc.) such as regional geographies or offices
* Use of the following public datasets for additional contextual layers (optional): (U.S. Census Decennial Census, U.S. Census American Community Survey, Bureau of Labor Statistics Local Area Unemployment Statistics)
* Two review cycles for client to request changes (subject to SPR approval)
 | $5,800  | * Additional scoping meetings – ask for quote
* Additional maps – ask for quote
* Data cleaning ($200/hr.)
* Use of additional datasets – ask for quote
* Additional geocoding
	+ Up to 1,000 add’l locations + $500
	+ 1,000 to 5,000 locations + $1,500
	+ 5,000 + locations – ask for quote
* Additional review and update cycles + $2,000/cycle
* Periodic data updates – ask for quote
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| Dynamic Geographic Map | * Two scoping meetings to understand requirements and datasets
* Hosted online by client
* Single map with geocoding up to 1,000 locations
* Data provided by the client with complete address information.
* If data contains categorical variable, up to 10 distinctly identified categories for 1 (one) variable.
* One filter
* Use of the following public datasets: (U.S. Census Decennial Census, U.S. Census American Community Survey, Bureau of Labor Statistics Local Area Unemployment Statistics)
* Up to 3 additional layers of contextual data provided by the client in a tabular format (CSV, Excel, etc.) such as regional geographies or offices
* Mouseover tooltips
* Section 508 Compliant
* One review cycle for client to request changes (subject to SPR approval)
 | $11,500 | * Additional scoping meeting – ask for quote
* Additional filters + $2,000/filter
* Companion data table + $1,000
* Visual transition effects – ask for quote
* Hosted online by SPR + $2,500/year
* Data updates at quarterly intervals + $3,500/year
* Data updates at monthly intervals + $10,000/year
* Additional review and update cycles – ask for quotes
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| Dashboard Report | * Two scoping meetings to understand requirements and datasets
* Developed in RMarkdown or Quarto
* Hosted by SPR
* Inclusion of client-provided data up to 10,000 records in tabular format (e.g. CSV, Excel)
* Up to 50 visualization elements (charts, tables, etc.) across 3 pages
* Menu with three (3) data filters
* Section 508 Compliant
* One review cycle for client to request changes (subject to SPR approval)
 | $15,000 | * Additional scoping meeting – ask for quote
* Additional filters + $2,000/filter
* Data updates at quarterly intervals + $3,500/year
* Data updates at monthly intervals + $10,000/year
* Additional review and update cycles – ask for quotes
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| Dashboard App | * Two scoping meetings to understand requirements and datasets
* Interactive online visualization
* Hosted online by SPR
* Inclusion of client-provided data up to 10,000 records in tabular format (e.g. CSV, Excel)
* Up to 10 visualization elements (charts, tables, etc.) across 5 pages
* Menu with six (6) data filters
* Section 508 Compliant
* One review cycle for client to request changes (subject to SPR approval)
 | $28,000 | * Additional scoping meeting – ask for quote
* Additional filters + $2,000/filter
* Data updates at quarterly intervals + $3,500/year
* Data updates at monthly intervals + $10,000/year
* Additional review and update cycles – ask for quotes
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| Asset Map | * Two scoping meetings to understand requirements and data sets
* Interactive online visualization
* Hosted online by SPR
* Inclusion of client-provided data up to 10,000 records in tabular format (e.g. CSV, Excel)
* Charts, tables, and crosstabs showing data by up to 5 variables across 5 pages
* One review cycle for client to request changes (subject to SPR approval)
 | $20,000 | * Additional scoping meeting – ask for quote
* Additional filters + $2,000/filter
* Data updates at quarterly intervals + $3,500/year
* Data updates at monthly intervals + $10,000/year
* Additional review and update cycles – ask for quotes
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# WIOA Implementation Topics

**AJC Operations**

* Integrated Service Delivery
* Trauma Informed Case Management Practices
* Case Management / Service Delivery Best Practices
* Accessible AJCs
* Programmatic Accessibility
* Performance Reporting and Accountability

**LWDB WIOA Administration**

* Local WIOA Policy Development
* Board performance
* WIOA Plan Development
* WIOA Partner MOU and IFA Development
* WIOA Partnership

**Improving Services for Job Seekers and Employers**

* Career Pathways
* Registered Apprenticeship
* Pre-Apprenticeship
* Stackable Credentials
* Sector Partnerships

**WIOA Partners**

* Working with Partners: Adult Education, Wagner-Peyser, Vocational Rehabilitation, TANF, JobCorps, WIOA Sec. 166, National Farmworker Jobs Program, Senior Community Service Employment Program, Perkins.
* Shared Customers: integrated intake, integrated service delivery, referral
* Backbone function of multi-partner initiatives and grants
* WIOA MOU Development
* Data Sharing Agreements

**WIOA Priority Populations**

* Justice Involved Individuals
* English Language Learners
* Out of School Youth / Opportunity Youth
* People with Disabilities
* Veterans

**Data and Performance**

* Data Management
* Data Security and Sharing
* Data Validation
* WIOA Performance Measures
* Data Driven Decision-Making
* Data Equity
* WIOA Data Analysis
* BLS, Census, American Community Survey and WIOA Data
* Sector analysis
* Workforce analysis