

# Green River Workforce Development Board

## Kentucky Career Center

# Request for Proposal

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### **One-Stop Operator and Direct Services Provider**

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For the period of July 1, 2017 – June 30, 2018

#### **Date of Issuance**

May 1, 2017

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#### **Bidders' Conference:**

May 11, 2017

2:00 p.m. CST – 3:30 p.m. CST  
Green River Area Development District  
300 GRADD Way  
Owensboro, KY 42301

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#### **Submission Due Date:**

May, 31, 2017

3:00 p.m. CST  
Green River Area Development District  
300 GRADD Way  
Owensboro, KY 42301

The Green River Workforce Development Board is seeking proposals for One-Stop Operator and Direct Services Provider to operate the Kentucky Career Centers and provide direct workforce services as required by the Workforce Innovation and Opportunity Act.

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## REFERENCES

Workforce Innovation and Opportunity Act (WIOA): <http://www.doleta.gov/WIOA/doc/BILLS-113hr803enr.pdf>

WIOA Final Rules – 20 CFR Part 678-Description of One-Stop Delivery System - [https://doleta.gov/wioa/Final\\_Rules\\_Resources.cfm](https://doleta.gov/wioa/Final_Rules_Resources.cfm)

[Training and Employment Guidance Letter WIOA No: 15-16 – Competitive Selection of One-Stop Operators – January 17, 2017](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116) [https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=8116](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8116)

[Training and Employment Guidance Letter WIOA No 10-16 - Operating Guidance for the Workforce Innovation and Opportunity Act \(referred to as WIOA\)—December 19, 2016](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8226)  
[https://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=8226](https://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=8226)

Kentucky Career Center (KCC) website: <http://kcc.ky.gov/>

[Kentucky Workforce Innovation Board website: http://kwib.ky.gov/](http://kwib.ky.gov/)

Kentucky Workforce Investment Board – WORKSmart Kentucky Strategic Plan (updated 2013): <http://kwib.ky.gov/documents/WORKSmart2013.pdf>

KCC Certification Information: <http://www.kwib.ky.gov/careercentercertification.htm>

KCC Partner for Success: <http://www.kwib.ky.gov/partnersuccess.htm>

Kentucky Skills Network – (Business Services): <http://www.thinkkentucky.com/workforce/>

Focus Career (web portal for the jobseeker): <https://focuscareer.ky.gov/career/>

Focus Talent (web portal for the employer): <https://focustalent.ky.gov/talent/>

Kentucky WIOA State Plan (approved for the period July 1, 2016 through June 30, 2018): <https://www2.ed.gov/about/offices/list/osers/rsa/wioa/state-plans/ky.pdf>

[Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards \(Uniform Guidance\) at 2 CFR part 200, including the Department of Labor specific requirements at 2 CFR part 2900 - http://www.ecfr.gov/cgi-bin/ECFR?page=browse](http://www.ecfr.gov/cgi-bin/ECFR?page=browse)

Office of Employment and Training (OET) Policies: 15-001 and 15-002 (as amended), 17-001 and 17-002

[http://kwib.ky.gov/WIOA/Policy\\_2017/15\\_001\\_2017.pdf](http://kwib.ky.gov/WIOA/Policy_2017/15_001_2017.pdf)

[http://kwib.ky.gov/WIOA/Policy\\_2017/15-002\\_2017.pdf](http://kwib.ky.gov/WIOA/Policy_2017/15-002_2017.pdf)

[http://kwib.ky.gov/WIOA/Policy\\_2017/17\\_001.pdf](http://kwib.ky.gov/WIOA/Policy_2017/17_001.pdf)

[http://kwib.ky.gov/WIOA/Policy\\_2017/17\\_002.pdf](http://kwib.ky.gov/WIOA/Policy_2017/17_002.pdf)

## 1.1 Purpose

The purpose of this solicitation is to select a One-Stop Operator and Direct Services Provider to operate the Kentucky Career Centers (KCCs) and other service access outlet(s) for federally funded KCC partners as required by the Workforce Innovation Opportunity Act (WIOA) and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the Green River Workforce Development Area (WDA). The One-Stop Operator will also provide direct services for WIOA Title I – Adult, Dislocated Worker and Youth as well as the coordination of Employer Services with the Green River Workforce Development Board (WDB).

The purposes of WIOA are the following:

- (1) To increase, for individuals in the United States, particularly those individuals with barriers to employment, access to and opportunities for employment, education, training, and support services they need to succeed in the labor market.
- (2) To support the alignment of workforce investment, education, and economic development systems in support of a comprehensive, accessible, and high-quality workforce development system in the United States.
- (3) To improve the quality and labor market relevance of workforce investment, education, and economic development efforts to provide America's workers with the skills and credentials necessary to secure and advance in employment with family-sustaining wages and to provide America's employers with the skilled workers the employers need to succeed in a global economy.
- (4) To promote improvement in the structure of and delivery of services through the United States workforce development system to better address the employment and skill needs of workers, jobseekers, and employers.
- (5) To increase the prosperity of workers and employers in the United States, the economic growth of communities, regions, and States, and the global competitiveness of the United States.
- (6) For purposes of subtitle A and B of title I, to provide workforce investment activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase attainment of recognized postsecondary credentials by participants, and as a result, improve the quality of the workforce, reduce welfare dependency, increase economic self-sufficiency, meet the skill requirements of employers, and enhance the productivity and competitiveness of the Nation.

## 1.2 Authority

The WIOA, the WIOA Final Rules and WIOA guidance notifications are available at [www.doleta.gov/wioa](http://www.doleta.gov/wioa). The previous authority, the Workforce Investment Act of 1998 and Regulations are available at [www.doleta.gov/regs](http://www.doleta.gov/regs). In addition, WIOA state Policy Numbers 15-001, 15-002 and 15-003 are incorporated in 787 KAR 2:040. WIOA state Policy Numbers 17-001 and 17-002 are pending incorporation in KAR.

Pursuant to WIOA, WDBs must competitively procure the One-Stop Operator for the comprehensive KCC system. This procurement must meet the criteria as outlined in 20 CFR 678.605, ensuring an efficient and effective process is in place for the selection of the One-Stop Operator. The One-Stop Operator may also provide Direct Services as outlined in 20 CFR 678.625.

At a minimum, the One-Stop Operator must coordinate the service delivery of required One-Stop partners and service providers. In addition to the service delivery of the required WIOA six (6) core programs, the WDB may identify additional partner programs in the KCC system. The six core programs under WIOA create an

integrated, "One-Stop" system of workforce investment and education activities for Adults, Dislocated Workers and Youth. The required programs under WIOA include:

- Adult, Dislocated Worker and Youth – authorized under WIOA Title I and administered by the United States Department of Labor (USDOL),
- Adult Education and Family Literacy Act (AEFLA– authorized under WIOA Title II and administered by the United States Department of Education),
- Employment Service authorized under the Wagner-Peyser Act, as amended by WIOA Title III and administered by the USDOL, and
- Vocational Rehabilitation (VR) authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV and administered by the U.S. Department of Education.

In accordance with 29 U.S.C.A. §3151(d)(4)(A)-(C) and 20 CFR 678.600(e)(1)-(3), the WDBs shall ensure that in carrying out activities under this title, One-Stop Operators and Direct Services Provider—

- (A) disclose any potential conflicts of interest arising from the relationships of the operators with particular training service providers or other services providers;
- (B) do not establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training, and education services; and
- (C) comply with Federal regulations, and procurement policies, relating to the calculation and use of profits.

*The WDB is proceeding with the Request for Proposal (RFP) process and will expect the selected One-Stop Operator/Direct Services Provider to accommodate the implications of the WIOA, WIOA Final Rules and relevant federal, state and local WIOA regulations, policies and advisories.*

This RFP seeks proposals for entities to perform two (2) elements of workforce service delivery through the Green River Career Center network servicing the seven (7) counties of Daviess, Hancock, Henderson, McLean, Ohio, Union, and Webster. These elements are defined below:

1. Serve as the **One-Stop Operator** for the Green River Career Center network in all of the seven (7) counties listed above, including coordinating the services of One-Stop network partners at any full-service career center(s), affiliate career center(s), or other service outlet(s) in those counties. The One-Stop Operator will manage and provide oversight for services.
2. **Deliver Direct Services** to job-seeking individuals and employers through the full-service career center(s), affiliate career center(s), or other service outlet(s) associated with the Green River Career Center network in all of the seven (7) aforementioned counties.

The functions of the One-Stop Operator are closely interconnected with the provision of Direct Services; in addition, the funding available to support the functions of the One-Stop Operator is very limited; therefore, **the WDB has chosen to accept proposals only from entities that are able and willing to perform both functions. The WDB prefers to contract all of the combined services requested in this RFP to one provider in the WDA. Given that this would result in a single entity performing multiple functions, “firewalls” must be described in the application to address conflicts of interest or the appearance of conflicts of interest. Examples of firewalls include, but are not limited to, entity arrangements that provide clear separation of duties and responsibilities, including confidentiality and disclosure agreements.**

### 1.3 General Information

- A. Pursuant to 29 U.S.C.A. §3151(d)(1), the WDB with the agreement of the Chief Local Elected Official(s)(CLEO)(s), is authorized to designate or certify One-Stop Operators and to terminate for cause the eligibility of such operators. The WDB issues this RFP to procure a One-Stop Operator/Direct Services Provider to conduct staff operations with KCC personnel and staff of the KCC partners to deliver Adult, Dislocated Worker, Youth and Employer Services under the six core programs in WIOA and other applicable programs in the seven (7) county WDA. The WDB intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of high quality, innovative proposals that meet the workforce development needs of the regional community at large.
- B. The duration of the contract awarded on the basis of this RFP will be one year (July 1, 2017 – June 30, 2018). However, based on successful performance, the WDB may renew the contract for an additional 2 years. The contract will be implemented as of July 1, 2017. An optional period of July 1, 2017 – July 31, 2017 may be requested as a transitional month. This means that the current provider of Direct Services may be funded to provide contracted services from July 1, 2017 – July 31, 2017 while the newly awarded provider is transitioning. The contract shall be cost-reimbursement.

**Special Note:** The awarded entity shall provide special consideration to existing staff who possess knowledge, expertise and experience in providing Direct Services to customers and the overall mission of the KCC.

- C. The WDA consists of Daviess, Hancock, Henderson, McLean, Ohio, Union and Webster counties with three (3) KCCs located in the cities of Owensboro, Hawesville and Hartford. The successful bidder will provide Adult, Dislocated Worker, Youth and Employer Services in all seven (7) counties in the WDA effective July 1, 2017 at the full-service center, affiliate centers and other service outlet(s).
- D. The WDB is seeking interested and qualified (private and public – for-profit and not-for-profit) entities, in accordance with 29 U.S.C.A. §3151(d) (2), in which are able to provide innovative, high quality services to Adults, Dislocated Workers, Youth and the employer community. The proposed services must meet the specifications of this RFP. The WDB anticipates contracting with an entity or consortium of entities that are familiar with WIOA, Workforce Investment Act (WIA) of 1998 and/or similar programs. The entity awarded the contract will be expected to quickly learn the WIOA and the implementing regulations. The organization selected should demonstrate the characteristics listed below.
- Competent management with vision;
  - Customer service oriented staff;
  - Cooperative management and staff;
  - Commitment to an integrated service delivery model;
  - Willingness to partner with others;
  - Flexibility and ability to adapt to change;
  - Expertise in delivery of WIOA and/or similar services;
  - Data Integrity; and
  - Innovative service delivery.

E. The current WDA PY 17 negotiated WIOA performance measures are as follows:

<u>LOCAL EXPECTED LEVELS</u>	Adults	Dislocated Workers	Wagner-Peyser	Youth	
Employment Rate 2nd Quarter After Exit	56.0%	56.0%	67.0%	67.0%	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	65.0%	70.0%	71.5%	70.0%	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,700	\$5,700	\$5,700	n/a	Median Earnings
Credential Attainment within 4 Quarters After Exit	55.0%	58.9%	n/a	71.0%	Credential Attainment within 4 Quarters After Exit

<u>STATE EXPECTED LEVELS</u>	Adults	Dislocated Workers	Wagner-Peyser	Youth	
Employment Rate 2nd Quarter After Exit	67.0%	75.0%	67.0%	71.0%	Employment or Placement Rate 2nd Quarter After Exit
Employment Rate 4th Quarter After Exit	71.5%	77.0%	71.5%	72.0%	Employment or Placement Rate 4th Quarter After Exit
Median Earnings 2nd Quarter After Exit	\$5,700	\$7,100	\$5,700	n/a	Median Earnings
Credential Attainment within 4 Quarters After Exit	55.0%	58.9%	n/a	71.0%	Credential Attainment within 4 Quarters After Exit

- F. Funding will vary, depending upon final allocations, number of participants to be served, and services proposed and negotiated. The WDB will ensure that services, either physically or electronically, are available equitably in all counties within the WDA. Employer services will be provided in all counties in the WDA through the Business Services Team (BST) and in coordination with the WDB.
- G. The WDB reserves the right to make an award to any bidder or to make no awards, if that is deemed to serve the best interests of the WDB and WDA. The proposal process is competitive and follows the Daviess County Fiscal Court (the jurisdiction in which the WDB meets) procurement rules.
- H. The WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The WDB envisions a system that meets the needs of job seekers and employers alike.
- I. The RFP is not in itself an offer of work nor does it commit the WDB to fund any proposals submitted. The WDB is not liable for any costs incurred in the preparation or research involved in the development of proposals.
- J. Successful bidders must negotiate the proposal before the WDB will make any final commitment.
- K. All commitments made by the WDB are contingent upon the availability of funds and the WDB reserves the right to award an amount less than the total funds available for bid contained in this RFP.
- L. The WDB assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the WIOA; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The WDB also assures that

it will comply with federal regulations implementing WIOA and the laws listed above. This assurance applies to the WIOA financially assisted programs or activities, and to all agreements that the WDB makes to carry out the WIOA financially assisted programs or activities. WIOA funded programs are equal opportunity employers/programs. Auxiliary aids and services will be made available upon request for individuals with disabilities.

- M. By submitting a bid, all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- N. Funds available for bid are intended to result in a contract for the KCC One-Stop Operator/Direct Services Provider in the WDA for Adult, Dislocated Worker, Youth and Employer Services under the six (6) core WIOA and other applicable local programs.
- O. Bidders should note that under the requirements of the Kentucky Open Records law, the contents of your proposal or other information submitted to the WDB is subject to public release upon request, except those items specifically exempt from disclosure. The bidder shall mark as "proprietary" those parts of its proposal that it deems proprietary. However, the bidder is alerted that this marking is advisory only and not binding on the WDB. If there is a request from the public under Kentucky Open Records law to inspect any part of the proposal so marked, the WDB will advise the bidder and request further justification in support of the "proprietary" marking. If the WDB determines, after receipt of the justification, that the material is releasable, the bidder will be notified immediately. Under no circumstances will a proposal or any part of a proposal be released prior to the contract award decision.
- P. The specifications in this RFP may change based on issuance of state, federal regulations or policies. The WDB will work with the successful bidder to implement any changes required by the state or USDOL. By submitting a proposal, the bidder agrees to work cooperatively with the WDB to comply with subsequent changes.
- Q. By submitting a proposal, the bidder certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if the WDB awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFP, proposal review and rating or award decisions has a financial or other interest in or represents the bidding organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFP. The WDB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.
- R. The successful bidder will be required to maintain a local One-Stop Operator management office within the WDA and may be located in one of the KCCs. Additionally, the successful bidder will provide WIOA Title I services in each of the KCCs and other services outlet(s) within the WDA.
- S. By submitting a proposal the bidder assures that it will manage additional services under additional grants such as the Trade Act (if applicable), a National Dislocated Worker Grant or other state or federally funded workforce programs granted to the WDB and/or other initiatives set forth by the WDB, the Kentucky Education and Workforce Development Cabinet, the Kentucky Workforce Innovation Board (KWIB), USDOL, etc.
- T. The bidder assures that it will not subcontract significant programmatic functions to other entities if awarded a contract to be the One-Stop Operator and Direct Services Provider in the WDA. Programmatic subcontracts require prior approval of the WDB.

- U. The bidder assures that if awarded a contract by the WDB, it will comply with any local, regional, state and federal program and financial monitoring.
- V. Bidders are prohibited from contacting or discussing this RFP with members of the WDB and Local Elected Officials (LEOs). Such contact will result in disqualification of the bid.
- W. All proposers must demonstrate existing capacity and commitment to –
  - Support the attainment of and/or maintain the KCC certification standards for full service and affiliate sites,
  - Serve the KCC target populations,
  - Operate cost-effectively,
  - Operate in a continuous improvement mode guided by customer needs, satisfaction and success, and
  - Meet state and local performance standards.

#### 1.4 Role of One-Stop Operator-KCC Partner Collaboration

- A. Collaborate with the KCC partners to create, maintain, update and implement the required Memorandum of Understanding (MOU) and Infrastructure Funding Agreement (IFA), along with the WDB and its staff, so that all partners are actively participating via on-site or through technological means and contributing their fair share of the costs associated with the workforce system; bring integrated and additional services to the KCC. Additionally, enter into a MOU relative to these services and to the financial agreements with partners for cost sharing in accordance with WIOA. Provide leadership and coordination for the integration of partner services into the KCC system.
- B. Improve customer access to the KCC partner services through implementing a common intake, common application, and common case management and referral process as required under WIOA. Strive to streamline services and minimize duplication.
- C. Work with the WIOA youth services providers (if applicable) to familiarize Youth with the full array of KCC services and determine appropriateness of co-enrollment, particularly for Out-of-School Youth (OSY) prioritized under WIOA.
- D. Leverage additional funding streams including those that support training, as well as in-kind and monetary contributions from regional organizations and businesses.
- E. Collaborate with other pertinent organizations in the community to meet the needs of customers.
- F. Collaborate with the WDB to implement workforce development system initiatives and specific grant activities for which the WDB and the KCC system participation has been required in the grant applications and subsequent funding.
- G. Collaborate with the state, the local grant sub-recipient (GRADD) and KCC partners as necessary to implement state-generated initiatives related to KCC services. Prior examples of such endeavors are One-Stop Certification, Branding and Identity, Sector Strategies, National Career Readiness Certificates (NCRCs), Eligible Training Providers, Work Ready Communities, Business Services Redesign, Partner for Success, and the Workforce Academy.
- H. Foster a culture of collaboration and excellent customer service among One-Stop partners that promotes delivery of the innovative, high quality workforce development services to all customers of the

workforce development system, including Adults, Dislocated Workers, Youth (both in-school (ISY) and OSY) and employers. The One-Stop system in the WDA should be driven by the needs of community employers.

- I. Convene and lead regularly scheduled meetings of One-Stop partners that facilitates integrated partnerships that incorporate seamless services for common customers and ensure the system's staff are well-trained, equipped and operating in a continuous learning environment with the skills and knowledge needed to provide superior service and evaluate process through shared goals.
- J. Serve as a resource for staff of all partner agencies in regard to the objectives, processes, requirements and regulations of WIOA and the workforce delivery system.
- K. Serve as liaison on the Career Center Management team and act as liaison with KCCs and other service outlet(s) and career center partners.
- L. Provide support, assistance and resolution to all staff in response to collaboration issues, facility needs, safety considerations and other issues or concerns.
- M. Provide direction for team leads of the partners and function-based groups.
- N. Additionally, if the Governor chooses to so require, the One-Stop Operator must also collect specific performance information from providers of on-the-job training, customized training, incumbent worker training, internships, paid or unpaid work experience opportunities, and transitional employment; and use the information to determine whether the providers meet the performance criteria required by the Governor.

## 1.5 Role of One-Stop Operator-Performance Measurement & Continuous Improvement

- A. Meet or exceed all WIOA performance measures included in WIOA and federal regulations. Under WIOA these performance measures are more important than ever as they not only inform Congress and federal agencies, but also the general public under requirements for public disclosure websites; and furthermore are factored into initial and periodic certification and re-certification of the local areas and One-Stop designations.
- B. Ensure ongoing improvement of KCC services. Improvement should focus on, but is not limited to, program utilization, performance outcomes, customer satisfaction, and cost effectiveness.
- C. Establish a program of staff capacity building, within and across partners. Collect and analyze appropriate data for quality assurance, continuous improvement and reporting purposes. Facilitate the sharing and maintenance of data.
- D. Implement process and schedule for reviewing and analyzing performance data internally, with partners, the WDB and its staff. This will allow for identifying areas to target for improvement, diagnosing causes of failure to meet performance standards, planning changes to improve performance, implementing changes and monitoring the results. Promptly develop solutions to address any identified problems in day to day operations and continue to apply corrective actions until performance meets standards.
- E. Ensure cross-training and development plans are established for the staff of partners within the WDA.

- F. Prepare monthly and quarterly reports to submit and/or present to the WDB and its staff.

## 1.6 Role of One-Stop Operator-Outreach and Recruitment

- A. Implement an outreach, marketing and organizational collaboration strategy to enroll Adults, Dislocated Workers and Youth in WIOA services and to meet performance standards. Proactively establish and develop relationships and networks with all size employers and their intermediaries. Manage enrollment of Adults, Dislocated Workers and Youth into WIOA services to maximize funding allocations for Adults, Dislocated Workers and Youth. Work with the WDB leadership as well as the Local Grant Sub-Recipient (GRADD) to ensure the efficient use of training dollars. Consistent with WDB policy, the goals are to: (1) help the largest number of customers become enrolled and succeed in training and ultimately secure sustainable employment, and (2) strategically recruit employers consistent with the goals of the regional and local strategic economic plans.

## 1.7 Role of Direct Services Provider

- A. Direct Services are workforce development services that help WIOA eligible individuals prepare for, obtain and succeed in self-sustaining employment, and help area employers find, train, and hire needed workers. Eligible individuals include Adults, Dislocated Workers, and Youth (both ISY and OSY) who qualify for services under a variety of programs and funding streams administered by the WDB. These funding sources may include: the WIOA, the Trade Act (if applicable) , a variety of National Emergency Grants (NEGs) from the USDOL; grants from other United States federal departments; grant partnerships with the Commonwealth of Kentucky; private foundation and/or trust grants; and other public or private funds. By submitting a proposal, the applicant assures the WDB that: the applicant will provide appropriate Direct Services in the WDA under any of the WDB's current or future funding sources, as requested. The applicant will work cooperatively and effectively with any entities that partner with the WDB in grants that include the WDA.

### B. Direct Services include:

1. **Career Planning/Coaching** — The WDB's service model for the Green River WDA is anchored by the career planners employed by the entity and their direct interaction with clients via face-to-face meetings, video conferencing, phone conversation, or other technology assisted conversations. Career planning services are a client-centered approach, the goal of which is to facilitate the client's preparation and strategic planning for his/her career using the appropriate workforce development services and activities that may be needed and are available. Career Planners provide case management, job and career counseling throughout the client's active engagement of services, including after the client obtains employment (required follow-up services).

In addition to working with clients already enrolled in Direct Services, Career Planners are also responsible for conducting outreach, promoting workforce services and recruiting new clients within the seven (7) county area. Career Planners must work closely with workforce partner agencies, educational institutions, other community organizations and local governments to ensure that all potential clients are aware of the workforce services available.

*The successful bidder will be required to provide Career Planning/Coaching services to clients who are co-enrolled and approved for training services under the Trade Act (if applicable).*

**SPECIAL NOTE:** Services to Youth include working with both ISY and OSY. At least seventy-five percent (75%) of funds allocated to Youth services must be spent on OSY. The remaining twenty-five percent (25%) can be spent on ISY (only at the discretion of the WDB). Twenty percent (20%) of the allocated youth funds must be spent on work-based learning opportunities. All Youth services must be customer focused and based on the needs of the individuals. WIOA requires that fourteen (14) Program Elements be made available to all Youth who are served by using WIOA funds (Section 129 (c) (2) (A-M). “Make available” does not mean that every Youth participant must receive services from all program elements; it means that Youth have access to these services if they require them to meet their goals. These can be provided directly or through referral.

2. **Employer Services** The successful bidder will be required to have staff designated to coordinate Employer Services with the WDB. This will include: working with employers within the seven (7) -county area to develop action plans to meet local employers’ needs. It will be necessary to work collaboratively with employers, educational institutions and local partners to ensure that opportunities are aligned with the high demand/high growth sectors identified by the KWIB and the WDB. A current list of the identified sectors can be found below. It is important to note that the WDB will conduct future labor market analyses that may result in different industry sectors being identified. The successful bidder will then be required to re-align its Employer Services efforts to the newly identified sectors.

Business & IT Services  
Construction  
Healthcare  
Advanced Manufacturing  
Transportation & Logistics

As a part of their involvement with career opportunities and alternatives for their clients, Career Planners must communicate with local employer service representatives and maintain an awareness of local and regional employers and workforce needs.

The successful bidder will also be required to assist with Rapid Response services to employers as defined in WIOA.

To provide these Direct Workforce Services, successful bidders will need to provide the following components:

## 1.8 Role of Direct Services Provider-Required Staff

A. Required Staff – The staff required to deliver Direct Workforce Services includes:

1. **Career Planners** — Career Planners will be the primary contact for job-seeking clients and will provide the career planning and case management services described in this RFP.

Career Planners are the central and most important component of the workforce development network. Career Planners work with job-seeking clients to understand their circumstances, aptitudes, skills, interests, barriers, and career objectives, and then use all of this information to place or refer those clients into the services that will carry them to their career objective: an appropriate and self-sustaining job. Career Planners will connect clients with many of these

services through knowledgeable referrals to partner agencies within the workforce development network. Even after referring clients to other service providers, Career Planners are expected to stay in close touch with their clients and consistently be a part of each client's decision making and problem solving process.

The Career Planner will build effective, trust-based relationships with clients that result in quality job placements, while both maintaining current knowledge of the labor market and demand occupations in the service area and nurturing ongoing, communicative partnerships with other entities within workforce development, training, and education.

The successful bidder will need to designate one or more Career Planners to facilitate Job Seeker Workshops who will be responsible for the execution of workshops within the WDA. The bidder will be required to publicize the local Job Seeker Workshops, recruit attendees, arrange for employer engagement and participation, and facilitate the actual Job Seeker Workshops. These workshops may be adapted to local needs with the involvement of employers and other community partners.

The successful bidder will be required to designate a Career Planner to coordinate Employer Services with the WDB as indicated in Section 1.7 (2). As a part of their collaboration with workforce system partners, the Career Planner will be required to be a member of the WDB Business Services Team and to participate in team activities.

These attributes will become the Career Planners "product" that he/she uses in personal outreach efforts to recruit new clients.

2. **Workforce Management** — The successful bidder is required to employ and designate sufficient and qualified staff to manage, supervise, and oversee the activities and functions of the Career Planners and other staff who provide the Direct Workforce Services. Management and supervision of these staff and services will include: providing strategic guidance and planning for staff; ensuring that performance and productivity goals are met; monitoring the quality of services provided; ensuring that proper records are kept; ensuring that the WDB policies, federal regulations, WIOA and other relevant rules are adhered to; managing budgets; preparing and submitting appropriate invoices and other required documentation; initiating and overseeing successful community outreach and education; and communicating and collaborating with WDB staff and the Fiscal Agent/Local Grant Sub-Recipient (GRADD) to ensure that the best possible results are achieved for the WDA.
3. **Other Staff** — The successful bidder will need to provide staff to perform program support services that are not provided by Career Planners or Workforce Management, but are necessary to effectively deliver Direct Workforce Services and meet WDB policy requirements. These services may include, but are not limited to: client intake, eligibility, enrollment, tracking, management of client information, etc.

The WDB and the Office of Employment and Training (OET) will provide technical assistance and training for any or all of these staff positions and activities to the successful bidder and staff upon contract execution and on an ongoing basis throughout the contract, as needed. The staff of the successful bidder will be required to participate in these trainings and technical assistance activities.

**The successful bidder will be required to submit Job Descriptions for each position with the RFP response.**

## 1.9 Role of Direct Services Provider-Physical Facilities

- A. Entities submitting proposals are expected to locate their services in the Kentucky Career Center office in Owensboro, Kentucky located at 3108 Fairview Drive. This is a **Full-Service Career Center** — A Full-Service Career Center is a workforce center that has been so designated by the WDB after meeting criteria established by the Commonwealth of Kentucky and completing the application and certification process.

In addition, there are two (2) **Affiliate Career Centers** located in the WDA — An Affiliate Career Center can be any location where two or more of the six (6) core partner agencies (Office of Employment and Training, Office of Vocational Rehabilitation, Workforce Innovation and Opportunity Act - Title I (which includes Adults, Dislocated Workers and Youth), and Adult Education) provide services and maintain a regular schedule during operating hours. As of the date of this RFP, there are two (2) Affiliate Career Centers in the WDA. The two locations are: 130 E. Washington Street, Harford, KY and 1605 U.S. 60, Hawesville, KY. It may be necessary to provide Direct Workforce Services in other service outlet(s) throughout the WDA.

## 2.1 Proposal Narrative

### A. **Organization Background, Qualifications, Performance History** **Proposal Evaluation 20 points**

The narrative of your proposal is limited to **15** pages. Please include a brief Executive Summary that allows the reader to understand key aspects of the bidding entity and the approach to providing the One-Stop Operator functions and the delivery of Direct Services.

#### ***1. Profile the Proposing Organization***

- a. What is the legal status of your organization?
- b. Describe your organization, the governance structure, length of existence, vision, mission and major programs currently offered. Include an organizational chart.

#### ***2. History of Similar Programs***

- a. Proposals must include information to demonstrate that the bidder has a record of success in operating similar workforce programs or projects. Describe your experience in managing One-Stop Operations and providing Direct Workforce Services to Adults, Dislocated Workers and Youth. Provide a description of your experience providing Employer Services similar to the employer services requested in this RFP. Please outline all workforce programs operated during the last two years. Provide brief program descriptions, funding sources and performance information.
- b. Provide two (2) references of individuals outside of your organization familiar with the quality of prior One-Stop centers and programs you have operated.
- c. If the organization has not provided past WIA or WIOA programs, please outline programs that provided similar services in which your organization has been involved over the past two years.

**B. Plan of Service – Programs/Program Outcomes**  
**Proposal Evaluation 20 points**

The WDB chooses to implement an integrated service delivery model that embraces the team-based case management approach. The mission of Team Based Case Management is to offer coordinated workforce development and direct customer service to employers and job seekers at one accessible location. Team Based Case Management (TBCM) will streamline the provision of Direct Services in an integrated effort to fulfill the individualized needs necessary for each customer to achieve their specific goals. Implementing collaborative strategies and coordinated service delivery through the KCCs will assist each agency in streamlining operations, eliminating overlap and duplication of services, and ultimately improve the experiences for both staff and customers.

***1. General Information***

- a. Describe your knowledge of the most significant workforce development challenges and opportunities that the WDA will likely face in the next two years.
- b. Describe your organization’s commitment to an integrated service delivery model in the KCC system. Explain how you will work with the WDA staff, and local management staff to continuously improve the integrated system. Describe how you will take the leadership with KCC Partners on operational issues and in developing an integrated menu of services for job-seeking customers and employers and maintain communications with all KCC partners and co-located staff. Include a program design model.
- c. Describe how your organization envisions its role and relationship with the WDB director, the WDB and the local elected officials.
- d. Describe your entity’s ability to meet the specific needs of each of the following populations:
  - Employers seeking workers, labor market information, labor exchange services (e.g., posting of job orders, receiving qualified referrals, etc.), specialized training arrangements for current or prospective workers, participating in regionally determined and organized industry sector and career pathways initiatives, needing assistance to avoid layoffs or reduction in force, etc;
  - The general public (the universal customer) seeking use of the facility, access to resources for job searching and other services as part of the array of career services under WIOA and other applicable programs;
  - Adults, Dislocated Workers (including displaced homemakers) and Youth who meet the requirements for WIOA services;
  - Individuals seeking specialized services such as Veterans, former offenders, substance abusers, non-high school/high school equivalency diploma graduates, individuals with multiple barriers to employment (including older individuals, low-income individuals, people with limited English-speaking ability or cultural barriers, and people with disabilities), individuals impacted by foreign trade who may be eligible for Trade Assistance;
  - Former WIA and WIOA enrollees to whom follow-up services are to be provided; and
  - Out-of-school youth who need referral to appropriate service providers or other career services.

- e. Demonstrate your knowledge in serving these populations by providing a description of the differences between the WIOA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe your organization's ability to meet the specific needs of each population.
- f. Describe how your organization envisions the role of One-Stop Operator management staff in an integrated system. The successful bidder will be required to maintain a local One-Stop Operator management office within the WDA for formal KCC staff supervision and day-to-day management. This office can be located in one of the KCCs.
- g. Describe how you will market and implement an effective On-the-Job training component to employers in coordination with the WDB staff.
- h. The Commonwealth has recognized the KCC – Green River as a certified full-service, comprehensive KCC. The One-Stop Operator must maintain facilities and services to assure ongoing state certification for all comprehensive centers. Describe the process that will be used to ensure certification.
- i. The KCCs are located in Owensboro, Hawesville and Hartford. Describe the similarities and differences in how services will be delivered in these KCCs and other service outlet(s). This section should provide a brief description about how services will be provided in each specific KCC and other service outlet(s) and address at a minimum the following issues: the menu of services available, hours of operation, full-time or part-time staff, availability of partner services and client flow.

## ***2. Employer Services***

The services to be provided by the BST through the [Kentucky Skills Network](http://www.thinkkentucky.com/workforce/)(KSN) (<http://www.thinkkentucky.com/workforce/>) are prescribed by the KWIB. The WDB expects the successful bidder to fully comply with expectations throughout the WDA in coordination with the WDB staff.

It is expected that the BST will:

- Proactively establish and develop relationships and networks with all size employers and their intermediaries;
  - Be knowledgeable about all regional and state workforce resources and be able to coordinate these resources to provide streamlined services to employers;
  - Represent workforce resources to perspective economic development clients;
  - Be knowledgeable about and able to interpret labor market information and data; and
  - Collaborate with KCC partners to custom design and deliver responsive solutions for employers.
- a. Describe what strategic approaches you will use to support regional economic development and employers with Human Resources consultation (i.e. high staffing needs), self-sufficient wages , jobs requiring skilled workers (i.e. Registered Apprenticeship), and managing a reduction in force (i.e. layoff aversions strategies and Rapid Response activities).
  - b. Describe how you will train Business Services staff that are knowledgeable about various industry sectors that are critical to the local area marketplace, and can provide confidence to the employer market as well as inspire and motivate them to work with the public system.

- c. Describe how you will strategically recruit employers consistent with the goals of the RFP and KSN and subsequent regional and local strategic plans under WIOA.
- d. Describe how you will work with employers to utilize Focus Talent and Focus Career for their own benefit and for jobseekers.
- e. Describe how you will coordinate with key One-Stop required partners relative to business services to avoid the perception of duplication of services by employers who are approached by various personnel associated with the KCC.
- f. Describe how the BST plans to outreach to employers to engage them in the One-Stop center and system, specifically which employer organizations the team will market.
- g. Describe how you plan to market work-based learning, internships, OJT training, customized training, NCRC, and registered apprenticeships to employers.
- h. Describe how you plan to assist employers with accessing local, State, and Federal tax credits.

### ***3. Adult and Dislocated Worker Services***

The WIOA defines the required activities authorized for Adults and Dislocated Workers. Bidders are encouraged to read WIOA to understand the scope of authorized activities. In general these activities are:

- (i) to establish a One-Stop delivery system described in section 121(e);
- (ii) to provide the career services described in Section 134(c)(2) to adults and dislocated workers, respectively, through the One-Stop delivery system in accordance with such paragraph;
- (iii) to provide training services described in Section 134 (c)(3) to adults and dislocated workers, respectively, described in such paragraph;
- (iv) to establish and develop relationships and networks with large and small employers and their intermediaries; and
- (v) to develop, convene, or implement industry or sector partnerships.

Specifically, Adult and Dislocated Worker Activities include: eligibility determination; outreach and intake; initial assessment of skills; supportive service needs; job search and placement assistance; career counseling; provision of information on in-demand occupations and non-traditional employment; recruitment and other business services for employers; referrals to other KCC partner programs and other available programs in the community; provision of labor market information; information on supportive services available through other programs; information and assistance with establishing eligibility for financial aid and assistance for educational programs other than WIOA; comprehensive skills assessments; in depth interviewing and evaluation of barriers to employment; development of an Individual Employment Plan; group counseling; career planning; short term prevocational services; soft skills training; work based learning; financial literacy; out of area job search; training services; occupational skills training; supportive services; On-the-Job training (OJT); work-based learning; incumbent worker training; private sector training programs; skill upgrading and retraining; job readiness training; adult education and literacy activities and follow-up services.

- a. Describe how the availability of services to Adults and Dislocated Workers will be marketed in all communities within the WDA. Also describe how recruitment of these populations will be conducted.
- b. Describe experience with sector partnerships and suggest sectors that could be explored based on the labor market in the WDA.
- c. Describe the eligibility, assessment, case management, and counseling services that will be provided to Adults and Dislocated Workers in an integrated system.
- d. Describe Career Services, Training, and Follow-up Services to be provided to these populations under WIOA.
- e. Describe your understanding of the use of Career Pathways for Adults and Dislocated Workers.
- f. Describe all services that will result in direct client expenditures (i.e. supportive services, Individual Training Accounts (ITAs), OJTs, work based learning, etc.) For each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance will be determined for each customer in an integrated system.
- g. Describe how you will assist with Rapid Response services to customers in the event of a facility closure or large dislocation.
- h. Demonstrate commitment to meeting WIOA performance requirements for the Adult and Dislocated Worker programs by describing how the programs will be managed in an integrated system to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the KWIB or the WDB.
- i. Describe how customer feedback will be collected and used to make continuous improvements to services.
- j. Describe your understanding of how seamless services should be provided between KCC programs including Adult, Dislocated Worker, Youth, Employer Services, Wagner-Peyser, Trade Act, Veterans Programs, Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Adult Education, and Vocational Rehabilitation.

#### ***4. Youth Services***

Proposals are to be submitted to serve a combination of ISY and OSY. Proposals should be based on youth development principles and best practices that support, motivate, and prepare youth for continuing educational achievements, successful transition into adulthood, and long-term success in employment. The proposed services design and implementation strategies must be age appropriate, provide a customized mix of services to address individual needs and goals, and lead to attainment of the performance measures for ISY and OSY.

WIOA requires the Youth formula program spend at least seventy-five percent (75%) of funds on OSY and twenty-five percent (25%) is allowable for ISY (only at the discretion of the WDB).

WIOA places a priority on work-based learning by providing that at least twenty percent (20%) of local Youth formula funds be used for work experiences such as summer jobs, pre-apprenticeship training, on-the-job training, and internships that have academic and occupational education as a component.

Under the WIOA, Youth funds contracted to the service provider for eligible youth shall be used to carry out programs that:

1. Provide an objective assessment of the academic levels, skill levels, and service needs of each participant
2. Provide service strategies for each participant.
3. Provide activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post-secondary credential.
4. Provide preparation for post-secondary educational and training opportunities.
5. Provide strong linkages between academic instruction and occupational education that lead to the attainment of recognized post-secondary credentials.
6. Provide preparation for unsubsidized employment opportunities, in appropriate cases.
7. Provide effective connections to employers in in-demand industry sectors and occupations of the regional labor market.

#### **5. *Youth Program Elements***

The WDA Youth program must make available the fourteen (14) elements listed below. Definitions of these program elements are available through WIOA federal regulations. The fourteen (14) elements that must be present are:

1. Tutoring, study skills training, instruction, and evidence-based dropout prevention and recovery strategies that lead to completion of the requirements for a secondary school diploma or its recognized equivalent (including a recognized certificate of attendance or similar document for individuals with disabilities) or for a recognized postsecondary credential;
2. Alternative secondary school services, or dropout recovery services, as appropriate;
3. Paid and unpaid work experiences that have as a component academic and occupational education, which may include –
  - Summer employment opportunities and other employment opportunities available throughout the school year;
  - Pre-apprenticeship programs;
  - Internships and job shadowing;
  - On-the-job training opportunities; and
  - Work-based learning;
4. Occupational skills training, which shall include priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in-demand industry sectors or occupations in the local area involved;
5. Education offered concurrently with and in the same context as workforce preparation activities and training for a specific occupation or occupational cluster;

6. Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors, as appropriate;
7. Supportive services;
8. Adult mentoring for the period of participation and a subsequent period, for a total of not less than 12 months;
9. Follow up services for not less than 12 months after the completion of participation, as appropriate;
10. Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, as appropriate;
11. Financial literacy education;
12. Entrepreneurial skills training;
13. Services that provide labor market and employment information about in-demand industry sectors or occupations available in the local area, such as career awareness, career counseling, and career exploration services; and
14. Activities that help youth prepare for and transition to post-secondary education and training.
  - a. Describe all services that will be provided in accordance with the fourteen (14) Program Elements required by WIOA. All fourteen (14) required elements must be made available. The WIOA mandates that fourteen (14) specific program elements must be included in the WIOA Youth program design (these can be available by direct service provision, through partnerships with other organizations, or by referral to other organizations as appropriate).
  - b. Describe how the availability of services to WIOA In-School and Out-of-School Youth will be marketed to all communities within the WDA. Also describe how recruitment of these populations will be conducted.
  - c. Describe how the program design will ensure that no more than twenty-five percent (25%) of funding will be spent on ISY while not less than seventy-five percent (75%) will be spent on OSY.
  - d. Describe your understanding of how Career Pathways can be used to enhance Youth services.
  - e. Describe the eligibility, objective assessment including basic skills and academic level, Individual Service Strategy (ISS) development, case management, counseling, and follow up services that will be provided to youth. Indicate how youth will be prepared for post-secondary education opportunities, as appropriate and how strong linkages will be developed between academic and occupational training. Also describe how youth will be prepared for unsubsidized employment opportunities and how youth will access information about the local labor market, in-demand occupations and employment opportunities within the region.
  - f. Describe all services that will result in direct client expenditures (i.e. supportive services, classroom training, work based learning, OJT etc.) For

each type of service, describe how it will be decided which customers receive that particular type of service and how the amount of financial assistance received will be determined for each customer.

- g. Describe how you plan to utilize OJT training with youth. How will you market youth OJT contracts to employers?
- h. Describe how you will work with employers in the targeted sectors to develop Career Pathways, providing an opportunity for youth to advance in the workplace.
- i. Demonstrate knowledge of performance requirements for the In-School and Out-of-School Youth programs by describing how the programs will be managed to meet or exceed each of the applicable performance standards. In addition, please provide an assurance that services will also be designed to meet any additional quality standards established by the KWIB or the WDB.

### C. Capacity/Staffing Plan and Organizational Chart

#### Proposal Evaluation 15 points

1. Staffing of the WIOA program is one of the most critical aspects of ensuring program quality. Please describe your proposed staffing plan for the WIOA programs in the WDA.
  - a. Describe your plan to ensure that your staff are well-trained and ready to implement WIOA services in the WDA on **July 1, 2017**. The One-Stop Operator and Direct Services provider management and staff must learn the WIOA, rules and regulations quickly and put policies and procedures in place to ensure that there is no lag in services to customers.
  - b. Identify key management staff by name with a summary of their credentials and brief resume of qualifications, and a brief description of their duties and responsibilities. It is anticipated that the proposal will include a position for a full-time Director who will oversee implementation of all services related to the organization's contract(s) with the WDB.
  - c. Describe how you will organize and meet the requirement of the provision at 20 CFR 678.630 stating: "*Continued use of State merit staff for the provision of Wagner-Peyser Act services or services from other programs with merit staffing requirements must be included in the competition of and final contract with the One-stop operator when Wagner-Peyser Act services or services from other programs with merit staffing requirements are being provided.*"
  - d. Demonstrate capacity to adapt and expand in cases of future service changes and growth.
  - e. Bidder should provide a workflow/logistical model.

2. Organizational Chart(s)

- a. Include an organizational chart(s) that illustrates the structure of the staff to be used in support of the proposed programs. The chart should clearly display the number of staff planned to provide the appropriate services in the WDA, along with position titles.
- b. The chart should also display the management staff located within the WDA and outside the WDA. Identify by name the key management staff specified in the staffing plan from section 1 above.

**D. Partnerships and Community Coordination**  
**Proposal Evaluation 15 points**

1. Partnerships and coordination of services with other organizations are keys to success in the delivery of WIOA services.
  - a. Describe past success in developing effective working relationships with partner organizations. Include at a minimum local Wagner-Peyser staff and programs, WIA/WIOA staff and programs, Adult Education Providers, and Vocational Rehabilitation (if applicable or related experience).
  - b. Describe past experience with an integrated service delivery model, functional supervision, information sharing, case management of co-enrolled clients, cross training of staff, rapid response activities, services to Trade Adjustment Assistance clients, or other activities conducted in close coordination with local Wagner-Peyser staff (if applicable or related experience).
  - c. Demonstrate experience with oversight of a multi-organizational staff.
  - d. Describe how key management staff will work in cooperation with the WDB and the local KCC managers to ensure coordinated management and integration of KCC staff and services.
  - e. Describe how service delivery staff will work with KCC partner staff to achieve an integrated system where customer service and performance are high priorities. Explain how your organization will leverage resources with other partners that result in innovative service approaches.
2. Partnerships and community coordination of services is another element of success in the delivery of WIOA services.
  - a. Describe your organizational philosophy on community involvement of service delivery staff with local organizations, agencies, schools, Chambers of Commerce, etc. and participation of staff on boards and committees throughout the region.
  - b. Describe your strategies for outreach and enrollment.

**E. Fiscal Accountability, Financial Management and Budget**  
**Proposal Evaluation 20 points**

1. The bidder should complete FY18 budget on the included Attachment B. Include separate budget and budget narrative for One-Stop Operator and Direct Service Provider.
2. Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.
3. Please do not deviate from the budget format provided. Consistency will allow the reviewers to compare the proposed budgets.
  - a. The maximum funding estimate excludes funds reserved to pay for training and supportive services. The costs of these services are not to be included in the budget proposal since they are managed and disbursed by the WDB.
  - b. Proposals must demonstrate the ability to meet program and financial expectations with a minimal amount of administrative cost charged to the contract. Costs in this request are limited to staff who directly perform duties necessary to the program, one-stop system operations, and other reasonable indirect costs that are indispensable to achieving the goals of the proposal.
  - c. A one-page budget narrative should be attached that describes the allocation of funds among overhead, management and direct client costs and the philosophy of the bidder with respect to minimizing overhead costs while maximizing client costs. The budget narrative should be used to clarify and annotate the budget.
  - d. Bidders must maintain a financial management system that is auditable and in compliance with generally accepted accounting principles. Financial records must be available for audit and monitoring purposes. Bidders should provide a brief description of the accountability of the organization and financial history in this section and provide two years of audited financial history with the bid package. The audit is not part of your proposal.
  - e. Provide financial and administrative experience in managing multiple federal, state and/or private funding sources.
  - f. Please attach monitoring reports for the past two years and include resolution letters.
  - g. If WIOA costs incurred are subsequently disallowed as a result of audit or monitoring, does your organization have the capability to repay these funds? From what source?
  - h. Bidders must provide the status of disallowed costs by any state and/or federal agency within the past three (3) years. List the agency name, amount of disallowed costs, and bidder's position as to the disputed costs and the current status of any review process, dispute process and/or corrective action plan.

**F. Technology, Data and Reporting**  
**Proposal Evaluation 10 points**

1. Bidder should provide proposed data collection and validation methodology and reporting method as well as how performance goals on a recurring basis will be tracked and evaluated. Assurance should be provided that data will be tracked and reported in accordance with all applicable requirements utilizing the state required case management reporting system.
2. Bidder must provide assurance that participant files will be maintained in accordance with state and local requirements and maintained in a secure location and demonstrate an ability to ensure and maintain data integrity.

## 2.2 Proposal Requirements

- A. The proposal must be received **May 31, 2017 by 3:00p.m. CST** via regular mail, express mail or hand-delivery. If mailed, the envelope should be clearly marked to the attention of Jodi Rafferty. Those mailing proposals should allow normal delivery time to ensure timely receipt of the proposal by Jodi Rafferty. Please note that proposals must be received, not post marked by the deadline. The Bidder assumes the risk for the method of delivery chosen. The WDB assumes no responsibility for delays caused by any service. Proposals may not be transmitted using electronic media such as fax or email transmission. Proposals shall be submitted "Return Receipt Requested." If hand delivered, the deliverer must have a prepared receipt for signature and time/date.

Jodi Rafferty, Associate Director for Workforce Development  
Green River Area Development District  
300 GRADD Way  
Owensboro, KY 42301  
270.926.4433  
[jodirafferty@gradd.com](mailto:jodirafferty@gradd.com)

Any other communication will be considered unofficial and non-binding on the WDB. Communication directed to other parties other than Jodi Rafferty may result in automatic disqualification.

- B. Submit one (1) original and eight (8) copies of the RFP on 8½"x 11" white bond paper. An electronic copy, on a thumb drive must also be submitted. You may single space your proposal but margins must be at least an inch and font size must be no less than 12 in Times New Roman. One copy should be submitted unfolded and unstapled and marked "ORIGINAL."
- C. Provide two (2) years of audited financial history. These reports shall be submitted separately. If your organization has operated WIA or WIOA funded programs, please submit one copy of your monitoring report for the past two program years with resolution letters. The audit report and monitoring reports are not part of the proposal.
- D. Attachment A - Proposal Cover Page - shall be completed and used as the cover page for the proposal.
- E. Attachment B – Budget Line Item - Separate budget and budget narrative are to be provided for the One-Stop Operator and Direct Services Provider. The budget narratives shall not exceed one (1) page each.
- F. Attachment C – Budget Line Item Definitions - indicates what may be included in the Administrative and Program cost categories and the definitions of the budget line items.
- G. Attachment D - Assurances and Certifications - to be signed and submitted.
- H. Your response to the narrative section of the application is limited to no more than **15** pages. This page limitation is imposed for the sake of the reviewers of your proposal. This limitation does not include other sections of your proposal such as: Proposal Attachments A, B, C and D, job descriptions, organizational chart, Work Flow Statistical Model, copies of audited financial history,

copy of program monitoring reports and two (2) letters of reference. The Executive Summary will count toward the **15** page narrative limit.

- I. Assemble your proposal in the following order. Use this as a checklist to ensure the proper order. Failure to follow RFP instructions could result in rejection of your proposal.
- Proposal Cover Page (Attachment A)
  - Executive Summary
  - Proposal Narrative
  - Attachment B (Budget Line Item with Budget Narrative)
  - Attachment D (Assurances and Certifications)
  - One (1) copy of two (2) years of audited financial history (separate from the proposal)
  - One (1) copy of your workforce program monitoring reports for the most recent two (2) years (if applicable).
  - Two (2) references from individuals outside of your organization familiar with the quality of prior one-stop centers and programs you have operated. If you have not provided past WIA/WIOA programs, please outline programs that provided similar services in which your organization has been involved over the past two (2) years.
- J. A Bidders Conference will be held at the GRADD, 300 GRADD Way, Owensboro, Kentucky from 2:00 p.m. – 3:30 p.m. CST on May 11, 2017. This bidder’s conference will address questions about roles sought by the RFP issued by the WDB for One-Stop Operator and Direct Services Provider. The Bidders Conference is not mandatory; however, it is a means to receive any clarification that may be needed by any potential bidder.
- K. All entities interested in submitting a proposal must submit a Letter of Intent no later than May 15, 2017 by 3:00 p.m. CST to Jodi Rafferty, Associate Director for Workforce Development. The Letter of Intent must be emailed to [jodirafferty@gradd.com](mailto:jodirafferty@gradd.com), please request confirmation that the Letter of Intent has been received. If the Intent to Bid is not received by the abovementioned date and time, the application will not be considered.
- L. Questions regarding this RFP may be submitted in writing via email to Jodi Rafferty, Associate Director for Workforce Development at [jodirafferty@gradd.com](mailto:jodirafferty@gradd.com). All questions will be responded to, compiled and shared with all Bidders that submitted a Letter of Intent to bid. Questions will be accepted up to 3:00 p.m. CST on May 17, 2017.
- M. An appointed Review Committee will review applications. An award decision is expected by June 7, 2017. A contract should be executed by July 1, 2017. The application evaluation weights are listed below:
- |     |  |
|-----|--|
| 20% | Background, Qualifications & Performance             |
| 20% | Plan of Service – Programs/Program Outcomes          |
| 15% | Capacity/Staffing Plan & Organizational Chart        |
| 15% | Partnerships & Community Coordination                |
| 20% | Fiscal Accountability, Financial Management & Budget |
| 10% | Technology, Data & Reporting                         |

The WDB reserves the right to delay, amend, reissue or cancel any or all of the RFP at any time without prior notice. This RFP does not commit the WDB to accept any proposal nor will it be responsible/liable for any costs incurred by a Bidder in the preparation of responses, in conduct of a presentation or any other activities related to this RFP.

The WDB reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal and to award contracts in whole or in part as is deemed to be the best interest of the WDB. The WDB reserves the right to negotiate with any Bidder after proposals are reviewed and reserves the right to negotiate the final terms of the contract with the successful Bidder.

### 3.1 Proposal Evaluation

The proposal criteria identified herein is a guideline for Bidders and reviewers; however, the final decision for contract award rests with the WDB in partnership with the local elected officials. Proposals that do not meet minimum standards will be considered non-responsive.

**Minimum standards:**

- a. The proposal must be received by May 31, 2017 no later than 3:00 p.m. CST via regular mail, express mail or hand delivery.
- b. Bidders must have submitted a Letter of Intent to apply by May 15, 2017 by 3:00 p.m. CST.
- c. One (1) original, eight (8) hard copies and a thumb drive and one (1) copy of your most recent two (2) years of audited financial history and copies of any/all monitoring reports for the past two (2) program years with resolution letters (if applicable).
- d. Proposals must meet the requirements contained in Section 2.1.
- e. Bidders must be eligible entities as described in Section 1.3(D) – General Information.
- f. The original proposal and all signature forms contained herein must be signed by the Bidder's authorized signatory authority.
- g. Bidders who intend to use established subcontractor(s) to provide services must include original letters from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract along with a copy of all documentation required in this RFP to substantiate the proposed subcontractor's qualifications. The WDB must approve any subcontract arrangements.

**Evaluation process:**

The scores will be aggregated with the average score recorded. The review committee may request additional information for clarification and consideration. It is possible that the WDB will request that bidders make an oral presentation to the representatives of the review committee and others. The proposals will then be ranked based on the review committee's scoring recommendation. Bidders should note that the WDB may award a contract with or without price negotiation.

**Evaluation criteria:**

The proposal will be evaluated based on the bidder's responses to the information requested in Section 2.1.

Evaluation Scoring	Possible Points
<p><b>A. Organization Background, Qualifications, Performance History</b>  Organizational stability and demonstrated experience– whether bidder adequately addressed all the response items and appears to be a solid organization and extent bidder demonstrated evidence of ability to perform the functions described in its project plan. Provided clear and relevant mission/vision. Submitted record of past performance with WIOA (or similar program).</p>	20
<p><b>B. Plan of Service – Programs/Program Outcomes</b>  Score is based on adequacy of response to all items in the instructions, strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the KCC system. An understanding of the commitment to an integrated service delivery model that embraces the team-based case management approach and an understanding of the importance of employer relations and business services. Provided a proposed program design model. Proposed outcomes are relevant to the mission and objectives of KCC partner programs.</p>	20
<p><b>C. Capacity/Staffing Plan and Organizational Chart</b>  Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results. Demonstrated capacity to adapt and expand in cases of future service changes and growth. Provided a functional or proposed organizational chart deemed satisfactory to meet KCC needs. Provided a workflow/logistical model.</p>	15
<p><b>D. Partnerships and Community Coordination</b>  Score is based on understanding and commitment to an integrated service delivery and team-based case management model in the KCC system and showing an effective working relationship with the Board, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered. Demonstrated experience with oversight of multi-organizational staff. Demonstrated a plan for partner integration. Described strategies for outreach and enrollment. Provided how the organization will measure customer satisfaction.</p>	15
<p><b>E. Financial Management and Budget</b>  Score is based on reasonableness of pricing consistent with the plan of service proposed and the financial qualifications of bidder. Budget and budget narrative included. Bidder has financial and administrative experience in managing multiple federal, state, and/or private funding sources. Bidder provided documents establishing financial history. Bidder is up to date on taxes (income, annual state and federal, payroll tax, etc.) Provided evidence that acceptable accounting systems are in place.</p>	20
<p><b>F. Technology, Data and Reporting</b>  Score is based on bidder’s proposed data collection and validation methodology and reporting method(s). Described how performance goals will be tracked and evaluated and demonstrated an ability to ensure and maintain data integrity.</p>	10
<b>TOTAL</b>	100

**PROPOSAL COVER SHEET**

Organization	
Contact Person	
Address	
Mailing Address (if different)	
Type of Organization	(i.e., Public, Private, for-profit, not-for profit)
Type of Legal Entity	(i.e., Corporation, Sole Proprietorship, Partnership, Other (Describe)):
Federal ID#	
DUNS #	
Type of Project	<b>WIOA One-Stop Operator/Direct Services Provider</b>
Dollar Amount Proposed	

My signature certifies that the proposal as submitted complies with all requirements specified in this RFP.

My signature also certifies that by submitting a proposal in response to this RFP, the Bidder represents that in the preparation and submission of this proposal, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1).

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

Signature	
Name of Person Signing	
Title	
Telephone	
FAX	
E-Mail Address	
Date	

***LINE ITEM BUDGET***

Two separate Line Item Budget forms required

Include budget and budget narrative for One-Stop Operator

Include budget and budget narrative for WIOA Title I Direct Services Provider

<b>Line Item</b>	<b>Administrative Amount</b>	<b>Program Amount</b>	<b>Total</b>
Staff Salary			
Staff Fringe			
Travel – In state			
Travel – Out-of-state			
Staff Development			
Outreach			
Equipment			
Dues/Subscriptions			
Computer Software and Hardware			
Office Supplies, Printing and Copying			
Postage/Courier Service			
Rent			
Educational Materials			
Indirect			
<b>TOTAL</b>			

**Administrative Costs**

The personnel and operating costs, direct and indirect, associated with overall management and administration of the WDA KCC System, which are not directly related to the provision of services to participants or otherwise allocable to the cost category of Program, are classified as Administrative costs. The WDB seeks to identify a One-Stop Operator and Direct Services Provider who can coordinate One-Stop operations and Service Delivery with minimal administrative costs to the budget.

**Program Costs**

All costs incurred for the provision of contract functions and activities are classified as program costs.

\*\*\*\*\*

***Note: Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.***

***Note: Include Budget Narrative that provides the detail of each line item.***

## ATTACHMENT C – BUDGET LINE ITEM DEFINITIONS

### **Cost Category Definitions**

*The following is provided as examples of both administrative and program costs. This is not all inclusive.*

#### **Administrative Costs**

- Overall general administrative functions and coordination of administrative functions
- Accounting, budgeting, financial, and cash management
- Procurement and purchasing
- Property management
- Personnel management
- Payroll
- Coordinating audit resolutions, reviews, investigations, and incident reports
- Audit
- Legal services pertinent to management and operations of the WDA KCC System
- Developing systems and procedures
- Oversight and monitoring of administrative functions
- Goods and services required for administrative functions including rental, utilities, supplies, space, etc.
- Travel for official business to carry out administrative activities or overall management

#### **Program Costs**

- Cost of staff who provide program services directly to customers and, where applicable, the first line supervisors and/or team leaders responsible for those staff
- Tracking or monitoring of customers or performance information
- Employment statistics information, including job listings, job skills and demand occupation information
- Outreach to and recruitment of applicants for services
- Dissemination of program information to prospective employers
- Follow-up services with eligible customers placed in unsubsidized employment
- Assessment of skill levels and service needs
- Counseling that involves occupation, educational and career guidance to eligible customers while in training
- Case management services such as assessment, counseling and job search assistance

### **Budget Line Item Definitions**

1. Staff Salary – Wages associated with the individual job positions needed to perform the proposed service. Positions are to be defined within specifics of the job and how each function relates to this proposal.
2. Fringe Benefits – The approximate percentage of position salary that it will cost to provide established company benefits such as health, life, dental insurance, etc. Benefits should be based upon the organization's written personnel policy for all employees.
3. In-State Travel – The cost of attending applicable in-state meetings/conferences that relate to the service being proposed and that benefit the attendee in his/her job performance. Also includes local travel to provide services to customers. Please specify if possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.
4. Out-of-State Travel – Expenses incurred for appropriate staff attending meetings/conferences that relate to the service being proposed and that can benefit the attendee in his/her job performance. Please specify if

possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.

5. Staff Development – Costs to advance the knowledge of Program (i.e. Direct Services) staff as it relates to the proposed program. Please specify.
6. Outreach – costs include promotional materials, recruitment materials, website and social media information/communication released through various media formats, events and outlet(s).
7. Equipment – assets with an initial, individual cost of more than \$500.00.
8. Dues/Subscriptions – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which the WDB is seeking proposals.
9. Computer software and hardware – Specify the type(s) of computer software and hardware needed.
10. Office Supplies, Printing and Copying – Costs of items used in the course of performing day to day business activities such as ink pens, paper clips, etc. Also includes expenses for printing program materials and the copying of documents/materials as needed.
11. Postage/Courier Service – Expenses for using USPS, Fed Ex, UPS, courier services, etc.
12. Rent – The actual cost for space to house personnel and programs necessary to carry out the services proposed.
13. Educational Materials – Cost of purchasing materials to be used in performing the services being proposed. Include the cost for assessment tools/fees, as well as high school equivalency diploma attainment fees and instructional materials.

**Assurances and Certifications**

Acknowledge the WDB will not award a grant where the stated parties have failed to accept the ASSURANCES AND CERTIFICATIONS contained in this section. In performing its responsibilities under this CONTRACT, the stated parties hereby certify and assure that they will fully comply with all the following:

- a. Use of funds provided through this grant will be in accordance with the WIOA, applicable regulations and any amendments thereto, and other federal or state authority as set forth in Section A of this CONTRACT.
- b. Training services under this grant will be provided only to WIOA eligible youth, adults and dislocated workers and TAA eligible individuals (if applicable).
- c. Services will not be denied on the basis of residence to eligible participants.
- d. Training will only occur in occupations with a demand for workers. Individual Training Accounts (ITA) shall be established with an Eligible Training Providers (ETPs).
- e. Each contract for ETP and on-the-job training will comply with the provisions of WIOA, applicable regulations and any amendments thereto, and other federal and state authority as set forth in Section A of this CONTRACT.
- f. Will conduct at least once annually a comprehensive review and verification of financial management, procurement systems, participant data, and sub-recipient monitoring procedures and systems for the project operator.
- g. Assure all participants a safe work place or training facility and assure that where participants are engaged in activities not covered under the Occupational Safety and Health Act of 1970 (<https://www.osha.gov/>), as amended, they shall not be required or permitted to work, be trained, or receive services in buildings or surroundings or under working conditions which are unsanitary, hazardous, or dangerous to the participant's health and safety.
- h. Assure compliance with the First Party's Methods of Administration, as amended, Nondiscrimination and Equal Opportunity Assurance and any other Nondiscrimination and Equal Opportunity Requirements of WIOA including but not limited to:
  - 1. Will comply with the nondiscrimination clauses of this CONTRACT or with any of the said rules, regulations, or orders. Furthermore, in the event the stated parties' Nondiscrimination and Equal Opportunity Requirements statistical analysis, as required by the First Party's Methods of Administration, indicates possible noncompliance, OET has the authority to inspect any and all of the stated parties' documents regardless of physical form and to impose or recommend corrective action.
  - 2. Will include the provisions of paragraphs (1) through (7) of Section 202 of Executive Order No. 11246 in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor, issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order No. 11375 of October 13, 1967, and Executive Order No. 13672 of July 21, 2014, and as supplemented in Department of Labor regulations (41 C.F.R. chapter 60) as amended, so that such provisions will be binding upon each subcontractor or vendor.

3. Will comply with Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin and all applicable federal and state laws and regulations pertaining to the recognition and protection of the civil rights of persons to whom services are rendered and to applicants for such services during the performance of the CONTRACT.

4. Will comply with the provisions of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. §794 et seq., and applicable federal regulations relating thereto prohibiting discrimination against otherwise qualified individuals with disabilities under any program or activity receiving federal financial assistance.

5. Will comply with provisions of the Americans with Disabilities Act of 1990, 42 U.S.C.A. §12101, et seq. and applicable federal regulations.

6. As a condition to the award of financial assistance under the WIOA from the Department of Labor, the grant applicant assures, with respect to operation of the WIOA-funded programs or activities and all agreements or arrangements to carry out the WIOA-funded programs or activities, that it will comply fully with the nondiscrimination and equal opportunity provisions of the WIOA, as amended, including Title VI of the Civil Rights Act of 1964, as amended; the Age Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws. The United States has the right to seek judicial enforcement of this assurance.

7. Will comply fully with the nondiscrimination and equal opportunity provisions of Section 188 of the WIOA, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title 1—financially assisted program or activity.

8. Will comply fully with the nondiscrimination and equal opportunity provisions of The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

9. Will comply fully with the nondiscrimination and equal opportunity provisions of the Title IX of the Education amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs or activities.

i. Will also comply with all regulations implementing the laws listed above. This assurance applies to the operation of the WIOA Title 1-financially assisted program or activity, and to all agreements made to carry out the WIOA Title 1-financially assisted program or activity. The stated parties understand that the United States has the right to seek judicial enforcement of this assurance.

The stated parties agree to require each subcontractor to include the above assurances in applications for sub-grants and to include the assurances in all sub-grant agreements under this CONTRACT.

j. Certification on Lobbying: Certify that for the preceding contract period, if any, and for this current CONTRACT period:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in

connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

2. If any funds, other than federal appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed under section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for such failure.

k. Certify the following regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion, Lower Tier Covered Transactions:

1. That neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any federal department or agency.

2. Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the WDB.

l. Agree to comply with provisions of the Drug-Free Workplace Act of 1988, 41 U.S.C. §702 et seq., and 2 CFR 182 in providing a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment.

m. Access to and Maintenance of Records:

1. Agree that the WDB and/or the federal grantor agency, the Comptroller General of the United States and/or the Kentucky Auditor of Public Accounts, and/or any of their duly authorized representatives or agents including independent auditors, shall have immediate access to any and all books, documents, papers, photographs, cards, tapes, disks, diskettes, recordings, records, and other documentary materials, regardless of physical form (hereinafter "records") of the stated parties which are directly pertinent to this CONTRACT or activities thereby for the purpose of making audit, examination, investigations, excerpts, and transcriptions and for monitoring and evaluation purposes.

2. Agree to permit staff of the First Party, persons acting for the First Party, and/or staff designated by appropriate federal agencies, to monitor and evaluate any services or functions being performed pursuant to this agreement. The stated parties also agree to submit any and all records and documentation of service provisions regardless of physical form in regard to subcontracted services when requested for monitoring purposes.

3. Agree to assure the confidentiality of all information pursuant to law, whether written or verbal, provided by or about any client seeking or receiving services under this agreement except as approved and authorized in writing by the client, or as otherwise authorized by law including the provisions of WIOA, Privacy Act of 1974 or regulations implementing that section, P.L. 93-579, (5 USC 552a), KRS 151B.280, and 787 KAR 2:020. The stated parties must recognize and safeguard personally identifiable information (PII) except where disclosure is allowed by prior written approval of the First Party or by court order. Disclosure of any information covered under this agreement to any party not authorized by the Education and Workforce Development WDB to receive said information or due to court order may result in termination of the agreement and any and all other relevant and applicable penalties and sanctions to the disclosing party. The stated parties acknowledge the “Unlawful Access to a Computer” provision of KRS 434.840 to 434.860. The stated parties will comply with KRS 61.870-61.884 regarding the release of public records in their possession and KRS 61.805-61.848 regarding open meetings.

4. Retention requirement for records: Pursuant to 2 CFR 200.333, Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities with the following exception:

If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

Additional exceptions to the three-year requirement are noted in the above-cited CFR.

5. Agree to maintain written personnel procedures and policies including salary, conditions of employment, and job descriptions relative to all personnel including those whose services are contracted for or otherwise secured by process other than direct employment. Time sheets are required for all staff and participants and shall be kept in accordance with retention schedule requirements for records.

6. Agree to maintain records, including case notes, in the Employ Kentucky Operating System (EKOS) or any other system approved by the First Party, sufficient to identify the results of the service provided each individual and for use in evaluating the effectiveness of the total program, enabling verification that negotiated performance standards have been met as required. In addition, the stated parties will ensure all required data and case notes related to the responsibilities under this agreement are entered into EKOS or any other system approved by the First Party at the time of service, or within ten (10) business days and shall submit programmatic, financial and other reports as required by the First Party.

7. Agree the EKOS, or any other system approved by the First Party, shall be the exclusive electronic repository of documented WIOA activities including referrals for federal and state reporting requirement in accordance with guidelines prescribed by the Governor, designed to facilitate the uniform compilation and reporting, monitoring and evaluation purposes. Access to EKOS, or any other system approved by the First Party, shall be given at the sole discretion of the OET in accordance with KRS 151B.280.

8. Agree that Focus Career and Focus Talent shall be the exclusive entry point for Labor Exchange activities and that funds awarded under this contract will not be used to purchase a competitive job matching system.

n. Agree that performance of this CONTRACT shall comply with:

1. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 12, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60).

2. The Copeland "Anti-Kickback" Act (18 U.S.C.A. §874) as supplemented in Department of Labor regulations (20 C.F.R. Part 3).

3. The Davis-Bacon Act (40 U.S.C.A. §3148 (formerly cited as 40 U.S.C.A. §276a-7)) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

4. Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C.A. §327-330) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).

5. Notice of awarding agency requirements and regulations pertaining to reporting.

6. All applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C.A §1854 (h)), section 508 of the Clean Water Act (33 U.S.C.A. §1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. Part 15).

7. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163, 89 Stat. 871).

8. Veterans' Priority Provisions: This program, funded by the U.S. Department of Labor is subject to the priority of service requirement of 38 USC 4215 and 20 CFR Part 1010. Section 4215 of Title 38 requires that priority of service be provided to veterans and spouses of certain service members and veterans for the receipt of employment, training, and placement services in any job-training program directly funded, in whole or in part, by DOL. In circumstances where a grant recipient must choose between two qualified candidates for a service, one of whom is a veteran or eligible spouse, the veterans priority of service provisions require that the grant recipient give the veteran or eligible spouse priority of service by first providing him or her that service. To obtain priority of service, a veteran or spouse must meet the program's eligibility requirements. Recipients must comply with DOL guidance on veterans' priority. Agreement by a program operator to implement priority of service is a condition of receipt of DOL funds. States are required to provide assurances that they will comply with the Veterans' Priority of Service Provisions in 38 USC 4215 and Training and Employment Guidance Letter (TEGL) No. 10-09 (issued November 10, 2009). TEGL No. 10-09 is available at [http://wdr.doleta.gov/directives/corr\\_doc.cfm?DOCN=2816](http://wdr.doleta.gov/directives/corr_doc.cfm?DOCN=2816).

9. Buy American Notice Requirement: None of the funds made available under Titles I or II of WIOA (Public Law 113-128) or under the Wagner-Peyser Act (29 U.S.C. 49 et seq.) may be expended by an entity unless the entity agrees that in expending the funds it will comply with sections 8301 through 8303 of title 41, United States Code (commonly known as the "Buy American Act"). See WIOA Section 502-Buy American Requirements.

10. Salary and Bonus Limitations: Under Public Law 113-235, Section 105, none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or subrecipient of such funds to pay the salary of an individual, either as direct costs or indirect costs, at a rate in excess of Executive Level II. The Executive Level II salary may change yearly as is located on the OPM.gov website (<http://www.opm.gov/policy-data-oversite/pay-leave/salaries-wages/2015/executive-senior-level>). This limitation shall not apply to contractors providing goods and services as defined in 2 CFR 200.330. Where States are recipients of such funds, States may establish a lower limit for salaries of those receiving salaries from sub-recipients of such funds, taking into account factors including the relative cost-of-living in the State, the compensation levels for comparable State or local government employees, and the size of the organizations that administer Federal programs involved including Employment & Training Administration programs.

The payment of bonuses is prohibited. “Bonus” means additional compensation either monetary or otherwise provided to an employee at any given time above their established base rate of pay and is not reflected in the base rate of pay on an ongoing basis.

11. Executive Order 13333: This agreement may be terminated without penalty, if the stated parties or any subgrantee, or the contractor or any subcontractor engages in “(i) severe forms of trafficking in persons; (ii) the procurement of a commercial sex act during the period of time that the grant, contract, or cooperative agreement is in effect; (iii) the use of forced labor in the performance of the grant, contract, or cooperative agreement; or (iv) acts that directly support or advance trafficking in persons.” (22 U.S.C §7104(g))

12. Requirements for Conference and Conference Space: Conferences sponsored in whole or in part by stated parties are allowable if the conference is necessary and reasonable for the successful performance of the Federal Award under this CONTRACT. Stated parties are urged to use discretion and judgement to ensure that all conference costs charged to the grant are appropriate and allowable. For more information on the requirements and allowability of costs associated with conferences, refer to 2 CFR 200.432. The WDB retains the right to obtain any and all records regardless of physical form from the stated parties about any conference that is funded in whole or in part with WIOA funds.

13. Seat Belts: Pursuant to Executive Order (EO) 13043 (April 16, 1997), Increasing the Use of Seat Belts in the United States, recipients are encouraged to adopt and enforce on- the-job seat belt policies and programs for their employees when operating vehicles, whether organizationally owned or rented or personally owned. In addition, the stated parties must comply with KRS 189.125 “Requirements of use of seat belts, child restraint systems, and child booster seats – Exceptions.”

14. Executive Order 13513: Sec. 4. Text Messaging While Driving by Government Contractors, Subcontractors, and Recipients and Subrecipients. Contractors, subcontractors and recipients and subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving company-owned or rented vehicles or Government-owned, Government-leased, or Government-rented vehicles, or while driving privately-owned vehicles when on official Government business or when performing any work for or on behalf of the Government, and to conduct initiatives of the type described in section 3(a) of the Executive Order. In addition, the stated parties must comply with KRS 189.292 “Use of personal communication device prohibited while operating motor vehicle in motion on traveled portion of roadway.

15. Executive Order 12928: The stated parties are strongly encouraged to provide subcontracting/subgranting opportunities to Historically Black Colleges and Universities and other

Minority Institutions such as Hispanic-Serving Institutions and Tribal Colleges and Universities; and to Small Businesses Owned and Controlled by Socially and Economically Disadvantaged Individuals.

16. Executive Order 13166: Improving Access to Services for Persons with Limited English Proficiency, dated August 11, 2000, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI, stated parties must take reasonable steps to ensure that LEP persons have meaningful access to programs in accordance with DOL's Policy Guidance on the Prohibition of National Origin Discrimination as it affects persons with Limited English Proficiency [5/29/2003] Volume 68, Number 103, Page 32289-32305. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. Stated parties are encouraged to consider the need for language services for LEP persons served or encountered both in developing budgets and in conducting programs and activities. For assistance and information regarding the parties' LEP obligations, go to <http://www.lep.gov>.

17. Health Benefit Coverage: Stated parties must ensure that use of these funds for health benefits coverage complies with 506 and 507 of Division G of Public Law 113-235, the Consolidated and Further Continuing Appropriations Act, 2015.

18. Flood Insurance: The Flood Disaster Protection Act of 1973, as mentioned, 42 U.S.C. 4001 et seq., provides that no Federal financial assistance to acquire, modernize, or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of identification. The flood insurance purchase requirement applies to both public and private applicants for DOL support. Lists of flood-prone areas that are eligible for flood insurance are published in the Federal Register by FEMA.

19. Architectural Barriers: The Architectural Barriers Act of 1968, 42 U.S.C. 4151 et seq., as amended, the Federal Property Management Regulations (see 41 CFR 102-76), and the Uniform Federal Accessibility Standards issued by GSA (see 36 CFR 1191, Appendixes C and D) set forth requirement to make facilities accessible to, and usable by, the physically handicapped and include minimum design standards. All new facilities designed or constructed with grant support must comply with these requirements.

20. Hotel-Motel Fire Safety: Pursuant to 15 USC 2225a, the stated parties must ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (P.L. 101-391, as amended). Stated parties may search the Hotel Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance, or to find other information about the Act.

21. Prohibition on Contracting with Corporations with Felony Criminal Convictions: The stated parties are prohibited from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government.

22. Prohibition on Contracting with Inverted Domestic Corporations: No funds made available under a Federal Act may be used for any contract with an foreign incorporated entity which is treated as an

inverted domestic corporation under section 835(b) of the Homeland Security Act of 2002 (6 U.S.C. 395(b) or any subsidiary of such an entity. Waivers to this prohibition may be granted by the Secretary of Labor if the Secretary determines that the waiver is required in the interest of national security.

23. Prohibition on Providing Federal funds to ACORN: These funds may not be provided to the Association of Community Organizations for Reform Now (ACORN), or any of its affiliates, subsidiaries, allied organizations or successors.

24. Profit: Pursuant to 2 CFR 200.400(g), non-Federal entities may not earn or keep any profit resulting from Federal financial assistance, except as authorized by WIOA Section 121(d) for One-Stop operators or service providers which are for-profit entities.

25. Prohibition on Contracting with Corporations with Unpaid Tax Liabilities: Stated parties may not enter a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to, any corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless a Federal agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interest of the Government.

26. Legal, Accountant, and Consultant Fee Limitations: All legal, accountant and consultant fees shall be in accordance with 2 CFR part 200 section 200.435.

o. Further agree to:

1. Adhere to the U.S. Department of Labor's requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of, or under, this contract.

2. Adhere to 29 C.F.R. §97.34 if any copyright material is developed in the course of or under this contract. The Federal Government reserves a paid-up, nonexclusive and irrevocable license to reproduce, publish or otherwise use, to authorize others to use for federal purposes: i) the copyright in all products developed under the grant, including a subgrant or contract under the grant or subgrant; and ii) any rights to copyright to which the grantee, subgrantee or contractor purchases ownership under an award (including but not limited to curricula, training models, technical assistance products, and any related materials). Such uses include, but are not limited to, the right to modify and distribute such products worldwide by any means, electronically or otherwise. Federal funds may not be used to pay any royalty or license fee for use of a copyrighted work, or the cost of acquiring by purchase a copyright in a work where the Department has a license or rights of free use in such work. If revenues are generated through selling products developed with grant funds, including intellectual property, these revenues are program income. Program income is added to the grant and must be expended for allowable grant activities. If applicable, the following needs to be on all products developed in whole or in part with grant funds:

“This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not

limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This product is copyrighted by the institution that created it. Internal use by an organization and/or personal use by an individual for non-commercial purposes is permissible. All other uses require the prior authorization of the copyright owner.”

3. Comply with applicable Codes of Conduct and Conflict of Interest Provisions and the Procurement Standards in 29 C.F.R. §95.42 and 29 C.F.R. §97.36. The Fourth Party also ensures compliance with the conflict of interest provisions in 29 USCA §3122(h).

4. Comply with the Federal Funding Accountability and Transparency Act of 2006 Pub. L. 109-282 as amended by Section 6202 of Pub. L. 110-252 (“FFATA”) in a manner by having necessary processes and systems to support the WDB’s reporting requirements of FFATA. See Training and Employment Guidance Letter (TEGL) No. 11-10 (issued November 15, 2010)

<http://wdr.doleta.gov/directives/attach/TEGL/TEGL11-10acc.pdf>.

p. Indemnity

Indemnify the First Party and its agents and employees from any and all loss, claims, expenses, actions, causes of action, costs, damages, and obligations, arising from any and all acts of the stated parties, their agents, employees, licensees, or invitees that result in injury to persons, corporations, partnerships, or any other entities. Also, the stated parties agree to indemnify the First Party and its agents and employees from any and all liability, loss, or damage that the First Party may suffer resulting therefrom. Provided, however, in the event the stated parties are a state agency or subcontracts from services with a state agency subject to the jurisdiction of the Board of Claims pursuant to KRS 44.070 through KRS 44.160, the state agency’s tort liability may be limited to an award from the Board of Claims up to the jurisdictional amount. In the event the Second Party is legally prohibited from entering into an indemnity agreement, the Second Party shall hold the First Party and its agents and employees harmless from all loss, liability, claims, expenses, actions, causes of action, costs, damages and obligations arising from any and all acts of the Second Party, its agents, employees, licensees, invitees, or participants that result in injury to persons, damage to property or loss arising from performance of this subgrant agreement.

**Section 188 (3) WIOA Title I funds may not be spent on the employment or training of participants in sectarian activities.**

**Further, the undersigned applicant certifies that it shall comply with the provisions outlined by the U.S. Department of Health and Human Services (45 CFR 80 and 84).**

By signing, the applicant certifies that it will comply with all other regulations implementing the laws cited above. This assurance applies to the applicant's operation of the WIOA financially assisted programs or activities, and to all agreements, the applicant makes to carry out the WIOA financially assisted programs or activities. The applicant understands that the USDOL, Kentucky Education and Workforce Development Cabinet, and the WDB have the right to seek judicial enforcement of this assurance.

**Reporting Requirements:** The undersigned applicant certifies that it shall comply with the provisions the WIOA and the reporting and procedural requirements issued by the Kentucky Education and Workforce Development Cabinet.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

The undersigned Authorized Representative of the applicant herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Nondiscrimination; Conflict of Interest; Education Standards and Procedures; Documentation of Financial Stability and Reporting Requirements are true and correct as of the date of submission. This does not preclude the WDB from requiring additional assurances as part of the local application requirements.

Further, the Authorized Representative acknowledges that if the information given to the WDB by the applicant causes harm to a third party, then applicant will be held liable for any WDB action resulting from reliance on that information. The applicant must notify the WDB in writing if the authorized signatory changes.

Certified by:

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Signature of Authorized Representative	Title	Date
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Typed/Printed Name of Signatory

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Name of Organization

**ATTACHMENT E - PROCUREMENT TIMELINE**

**Green River Workforce Development Board  
One-Stop Operator (OSO)/Direct Services Provider (DSP)  
PROCUREMENT  
Timeline**

05/01/17	RFP Available
05/11/17	Bidders Conference - (2:00 p.m. - 3:30 p.m. CST)
05/12/17	Reponses to Questions from Bidders Conference no later than 3:00 p.m.
05/15/17	Intent to Bid: must be received by 3:00 p.m. CST (must be sent by email to jodirafferty@gradd.com)
05/17/17	Deadline for written questions to be submitted by 3:00 p.m. CST
05/22/17	Responses to questions provided to as an addendum to all bidders by 3:00 p.m. CST
05/31/17	RFPs due by 3:00 p.m. CST
05/31/17	Workforce Board staff compliance review of proposals
06/01/17	Evaluation of Proposals by Review Committee
06/07/17	Funding recommendation by Review Committee & Award Decision of OSO/DSP by Workforce Development Board
06/12/17	Contract Negotiations and Finalizations
07/01/17	Implementation of contract begins