



Date: April 10, 2017

To: Interested Providers

From: Barbara B. Stewart, NKWIB Director

Re: **Request for Proposals - Direct Workforce Services for Adults, Dislocated Workers, and Youth, and Provide Business Services to Employers AND Serve as One-Stop Operator in Northern Kentucky's Kentucky Career Center Network**

The Northern Kentucky Workforce Investment Board (NKWIB) is the workforce development strategy and policy board for the Northern Kentucky Workforce Development Area (NKWDA), formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2015. The Northern Kentucky Workforce Development Area (NKWDA) consists of these 8 counties in Northern Kentucky: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton.

Funding for the NKWIB comes from the U.S. Department of Labor, Employment and Training Administration, through the Kentucky Cabinet for Education and Workforce Development, under the federal Workforce Innovation and Opportunity Act (WIOA). Services are to be performed during the 2017-18 Program Year (July 1, 2017 through June 30, 2018) with possibility of extension to June 30, 2020. Any funding awarded will be subject to the availability of federal funding granted to the Northern Kentucky Workforce Investment Board through the Workforce Innovation and Opportunity Act by the U. S. Department of Labor (USDOL) through the Kentucky Education Cabinet, Office of Employment and Training, Division of Workforce Services. Should the availability of such funding decrease following any award to a subrecipient, the award will be revised accordingly. In addition, if awarded, the subcontractor must be willing to alter program design based on subsequent direction provided to the NKWIB from either the State or the USDOL.

This Request for Proposals (RFP) seeks proposals for organizations to perform the following two elements of workforce service delivery through the Northern Kentucky Career Center system with 4 locations servicing the 8 counties indicated above. These elements are defined below:

- Serve as the One-Stop Operator for Northern Kentucky's Career Center network in all of the 8 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.
- Deliver Direct Workforce Services to job-seeking clients and employers through the full-service career center(s), affiliate career center(s), or other service outlet(s) associated with Northern Kentucky's Career Center network in all of the 8 counties listed above.

Applications and detailed instructions will be available at the NKADD website at <http://www.nkadd.org> under RFP's/Applications on or after April 17, 2017. Applications may also be requested by calling Ann McGlone at (859)283-1885 or e-mailing her at ann.mcglone@nkadd.org. An optional bidders conference will be held in Florence, Kentucky at 10:00 AM – 12 Noon on April 21, 2017. The conference will be held in the Northern Kentucky Area Development District conference room located at 22 Spiral Drive, Florence, KY. This bidder's conference will address questions about roles sought by the RFP issued for One-Stop Operator and Direct Workforce Services Provider. Bidders are not required to attend the conference and failure to attend will not affect the score of a bidder's proposal. Please notify Ann McGlone by phone or e-mail if you plan to attend this meeting.

Proposals must be received by the NKADD no later than May 22, 2017 COB. Details regarding the proposal submission can be found in the Request for Proposals.