

WEST KENTUCKY WORKFORCE BOARD  
WEST KENTUCKY WORKFORCE DEVELOPMENT AREA

**REQUEST FOR PROPOSAL**

**ONE-STOP OPERATOR**

UNDER THE  
WORKFORCE INNOVATION & OPPORTUNITY ACT

**Serving the West Kentucky Workforce Development Area in the Counties of:**  
Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman,  
Hopkins, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Todd and Trigg

**Issue Date:** Request for Proposal Issued May 9, 2017

**Funding Period:** July 1, 2017 – June 30, 2018 (with three 1-year options to renew)

**Required Intent to Bid Submission:** May 17, 2017 at 10:00 a.m. CDT

**Required Bidder's Conference:** May 16, 2017 at 8:15 a.m. CDT

**Deadline for submission of written questions:** May 19, 2017 at 4:30 pm CDT.

**Response Deadline:** May 31, 2017 at 1:00 pm CDT

**Successful bidder notified:** Approximately June 10, 2017

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**West Kentucky  
Workforce**

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**REQUEST FOR PROPOSAL  
FOR  
WEST KENTUCKY WORKFORCE DEVELOPMENT AREA  
ONE STOP OPERATOR  
UNDER THE WORKFORCE INNOVATION & OPPORTUNITY ACT**

<b>Date Issued</b>	May 9, 2017
<b>Intent to Bid</b>	<u>Required action.</u> E-mail Sheila A. Clark, Executive Director, West Kentucky Workforce Board, at <a href="mailto:sheila.clark@ky.gov">sheila.clark@ky.gov</a> with your intent to bid, including contact information, should be received no later than May 17, 2017 at 10:00 a.m. CDT. No proposal will be accepted unless an intent to bid has been received by this date. Potential bidders may be e-mailed more detailed information, plus the question and answers, when the Intent to Bid is received.
<b>Bidders Conference</b>	<u>Required action.</u> A pre-proposal bidder's conference to provide technical assistance will be held on Tuesday, May 16 at 8:15 a.m. CDT at the Pennyriple Area Development District, 300 Hammond Drive, Hopkinsville, KY.
<b>Due Date</b>	<u>Proposals must be RECEIVED</u> no later than May 31, 2017 at 1:00 p.m. CDT. Deliver proposals to Sheila A. Clark, West Kentucky Workforce Board, 300 Hammond Drive, Hopkinsville, Kentucky 42240 <b>NOTE:</b> Submissions by facsimile or e-mail are <u>NOT</u> acceptable and will <u>NOT</u> be considered.
<b>Scope of Services</b>	The successful bidder will receive & disburse all funding at the direction of the West Kentucky Workforce Board to fulfill the identified Scope of Work.
<b>Award Period</b>	July 1, 2017 – June 30, 2018. Potential 3 year extension.
<b>Funds Available</b>	Projected funds for FY '18 are \$50,000.00
<b>Eligible Bidders</b>	Any public entity or private for-profit or non-profit entity including a consortium of providers that is eligible to operate within the seventeen county (17) West Kentucky Workforce Development Area is eligible.
<b>Limitations</b>	This RFP does not commit the WKWB to award a contract, or to pay any costs incurred in the preparation of a proposal to this request. This RFP may be modified with the approval of the West Kentucky Workforce Board.
<b>Questions</b>	Deadline for submission of written questions is May 19, 2017 at 4:30 p.m. CDT. Questions should be submitted electronically to <a href="mailto:sheila.clark@ky.gov">sheila.clark@ky.gov</a> . All questions should note "QUESTIONS" in the subject line. All questions will be answered by e-mail.

# TABLE OF CONTENTS

**Section I Introduction**

**Section II Role of the One-Stop Operator**

**Section III Scope of Work**

- A. Scope of Work
  - 1. Deliverables
  - 2. Current Career Center Locations
  - 3. Transition

**Section IV Proposal Content**

- A. Bidder's Demonstrated Experience
- B. Project Approach
- C. Plan of Work
- D. Community Partnership/Collaboration
- E. Cost, Budget and Fiscal Accountability

**Section V Proposal Instructions and Information**

- A. Contracting Period
- B. Proposal Submission & Deadline
- C. Procurement Timeline
- D. Intent to Bid
- E. Proposal Requirements
- F. Qualifications and Minimum Standards for Bidders
- G. Conflict of Interest
- H. Proposal Evaluation
- I. Governing Provisions and Limitations
- J. Administrative Requirements and Procedures
- K. Notification of Award
- L. Submission Order
- M. References

## APPENDICES

- Appendix A - Proposal Cover Sheet
- Appendix B - Proposal Checklist
- Appendix C - Certifications and Assurances
- Appendix D - General Assurances and Certifications
- Appendix E - Debarment Certification
- Appendix F - Non Collusion Affidavit
- Appendix G - Cost Line Item Budget

## **Section I – Introduction**

The West Kentucky Workforce Board (WKWB), in partnership with the Local Elected Officials (LEO) Workforce Consortium, represented by the Chief Local Elected Officials (CLEOs), has responsibility for the planning and oversight of workforce development services under WIOA in the seventeen (17) county West Kentucky Workforce Development Area (Area). The Area is comprised of Ballard, Caldwell, Calloway, Carlisle, Christian, Crittenden, Fulton, Graves, Hickman, Hopkins, Livingston, Lyon, Marshall, McCracken, Muhlenberg, Todd and Trigg counties.

The intent of WIOA Title 1 is to provide training opportunities for individuals that match the existing and future workforce needs of employers. The focus of service delivery is to provide eligible adults, dislocated workers and youth with access to career information, career assessment and, as needed, training and other career preparation that will increase opportunities for employment. Employer services include assistance with identifying individuals to fill job openings, re-employment of laid-off workers, and provision of other services and information to help employers recruit, retain, and develop their workforce. The funding for the WKWB and the services provided in its career centers are from the U.S. Department of Labor, Employment and Training Administration, through the Kentucky Education and Workforce Development Cabinet. From time to time, the WKWB also receives direct funding from the U.S. Department of Labor-ETA on various grants. The WKWB may also receive other public or private funds.

Although the Board will not be providing the One-Stop Operator or Direct Services, the WKWB may assist by providing workshops, seminars, and informational sessions at career center sites that are aimed at engaging the private sector and supporting the efforts of its contractors. The WKWB will provide leadership, guidance, professional development, technical assistance, monitoring, and any other activities to support the contractors in achieving the policies and goals of the WKWB.

The WKWB current One-Stop Operator is a consortium of required partners that meet regularly and guide the career center system. The current comprehensive centers are Hopkinsville and Paducah; however, the current two (2) affiliate sites (Madisonville & Central City) may grow within the next one (1) to two (2) years.

The West Kentucky Workforce Board will maintain all proposals received in response to this RFP on file for at least three (3) years. The West Kentucky Workforce Board reserves the right to reopen the RFP at any time.

## **Section II - Role of the One-Stop Operator**

The One-Stop Operator must coordinate the service delivery of participating one-stop partners and service providers. Career Centers are “one-stop” access points for services available in the WIOA system and with the support of partner agencies. WIOA can further enhance the high quality of the one-stop career center system by continuing to align investments in education, workforce and the local economy to regional high-demand jobs.

The One-Stop Operator role shall:

- Establish regular method of communication with all partners and front-line staff.
- Oversee Kentucky Career Center (KCC) certification process in each of the current comprehensive and affiliate career center sites for those sites who wish to seek certification.
- Convene a minimum of four (4) meetings per year of mandated partners to support the Memorandum of Understanding (MOU) implementation.
- Develop meeting agendas in consultation with the WKWB staff and provide meeting notes.
- Recommend actions to the WKWB for continuous improvement.
- Seek and encourage other service partners to join centers who are not located at the sites in order to offer additional services.
- Manage technology resources to utilize these resources to their greatest potential, including the assurance of technology being operable.
- Maintain the ability to adapt capacity to grow and expand for growth to new populations and new funding at the centers.
- Manage daily operations of physical structure, utilities and staff work space to provide an acceptable working environment.
- Manage hours of operation.
- Notify WKWB of resource room needs.
- Provide and maintain safety and security plans plus organize appropriate safety drills.
- Maintain a standard operations manual for the partner’s reference.
- Assist in the implementation of local WKWB policy and goals.
- Contribute to or provide reports as requested by the WKWB.
- Assist in resolving any customer complaints, problems or other issues at the Career Center.
- Assure that basic services are available and operable: technology, resource room equipment, phones, etc.
- Adhere to federal, state, and local WKWB policies.

The One-Stop Operator cannot 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.

NOTE: Please be aware of any implications or special arrangements or how you will organize and meet requirement of provisions at 20 CFR 678.630: “Continued use of State merit staff for the provision of Wagner-Peyser Act services or services from other program with merit staffing requirements must be included in the competition for 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.”

The qualifications of the One-Stop Operator shall include:

- Experience in meeting agenda development and meeting planning.
- Ability to work closely with WKWB to monitor the system’s objectives.

- Demonstration of strong experience (3+ years) in facilitating large and diverse groups to common goal/vision.
- Knowledge of the WIOA and local workforce system.
- Ability to remain a neutral facilitator.

The One-Stop Operator role shall not:

- Convene stakeholders to assist in the development of the local plan.
- Prepare and submit local plans (as required of the Local Board under sec. 107 of WIOA).
- Be responsible for oversight of itself.
- Manage or significantly participate in the competitive selection process for one-stop operators.
- Select or terminate one-stop operators, career service providers, or youth providers.
- Negotiate local performance accountability measures.
- Develop or submit budget for activities of the Local Board.

### **Section III – Scope of Work**

The successful bidder will serve as the One-Stop Operator for the West Kentucky Workforce Board. The successful bidder will enter into a contract agreement with the West Kentucky Workforce Board and the Pennyriple Area Development District as the area’s fiscal agent.

The WIOA regulations of 678.635(b) states that: “By November 17, 2016, every local WDB must demonstrate it is taking steps to prepare for competition of its one-stop operator. This demonstration may include, but is not limited to, market research, requests for information, and conducting a cost and price analysis.” The WKWB reviewed potential activities of the One-Stop Operator with specific attention being paid to the consortium arrangement due to the fact that we are a rural area and currently have a consortium acting as the One-Stop Operator. We noted that in a consortium the leadership of the partners and their commitment was integral to the success of the career center. Cost and price were researched relating to this manner of operator versus one identified entity. This research and analysis has brought the WKWB to emphasize a consortium response and to provide additional evaluation points for a partner consortium.

#### **A. Detailed Scope of Work**

The successful bidder will enter into negotiations regarding the detailed scope of work expected by the WKWB in its contracts.

##### **1. Deliverables**

The One-Stop Operator shall be responsible for the prompt and professional performance of LWDB support functions. The successful bidder must participate in LWDB meetings, Direct Service Provider and One-Stop Operator meetings and other local meetings as the LWDB deems appropriate. The successful bidder must work with the Board in regard to One-Stop Certification and operations. Submission of monthly, quarterly and/or annual reports as requested or required. The successful bidder must cooperate with the LWDB and the CLEOs in achieving the goals and objectives of the West Kentucky Workforce Development Area. The One-Stop Operator shall provide professional leadership and knowledgeable management for their overall operation including staffing, organizing, financial management and personnel direction.

The successful bidder will negotiate a detailed scope of work regarding their expected overall operation under the contract. (Refer to Section II Role of the One-Stop Operator for specific work tasks)

**2. Current Career Center Locations**

Comprehensive Sites

- Breathitt Career Center  
110 Riverfront Drive  
Hopkinsville, KY 42240  
270-889-6509
- Paducah Career Center  
416 South 6<sup>th</sup> Street  
Paducah, KY 42001  
270-575-7000

Affiliate Sites (with multi-partner agencies)

- JobNet Career Center  
755 Industrial Road  
Madisonville, KY 42431  
270-821-9966
- Career Advancement Center  
50 Career Way  
Central City, KY 42330  
270-338-5939

NOTE: Comprehensive Sites are also known as “HUBS”. “Career Center” and “One-Stop” are used interchangeably.

Invoicing of most contracts occur to the local area on a monthly basis and payments to invoices to outside contractors normally occur on a monthly basis.

**3. Transition**

The West Kentucky Workforce Board currently has contracts with the Pennyriple Area Development District, Hopkinsville, KY and the Purchase Area Development District, Mayfield, KY, which carry out the One-Stop Operator functions as part of a local consortium of providers as outlined in the current Memorandum of Understanding (MOU) functions in the West Kentucky Workforce Development Area. The Pennyriple Area Development District will not be allowed to currently bid due to Kentucky Education and Workforce Development Cabinet State Policy 17-001. In the event that an existing entity does not bid and/or does not win the bid the following transition will occur:

- a. The Pennyriple Area Development District and Purchase Area Development District will work with the winning bidder to transition the systems, processes and procedures established in the Area to successfully carry out the One-Stop Operator functions.

- b. The WKWB will establish a plan with reasonable staff time to successfully transition the functions from the incumbent to the new operator.
- c. The selected bidder will be required to participate in transition training and staff orientation for the new one-stop operator. If a consortium is selected, then the WKWB will convene a meeting of all partners for proper introductions and discussions as part of the formal transition.

## **IV. PROPOSAL CONTENT**

### **A. Bidder's Demonstrated Experience – 30 Points**

Describe the bidder's background including the following points:

1. Description of entity including number of years in operation and a brief history of the organization. Must be registered to conduct business in the Commonwealth of Kentucky (provide a statement in narrative). For a consortium, this description should include the lead agency as well as the partner agencies.
2. Legal Status.
3. Website address or statement that the organization has no website.
4. Knowledge of the needs of the seventeen (17) county area and current career center sites.
5. State any overall experience in areas your organization has operated/performed related to this responsibility in workforce.
6. Describe any experience with federal contracting including specifically any experience with USDOL-ETA or its programs. Also, include overall experience with workforce programs.
7. Provide a list of any legal action taken against your organization, including lawsuits, injunctions or court orders in the last five (5) years. For a consortium, this would apply to identified lead agency.
8. If the entity has a board, identification of board members (this may be expressed as a link to a website that identifies board members).
9. Estimate what percentage of the overall organization's funding would be represented by this contract.
10. Review and complete all forms including: Proposal Cover Sheet; Assurances, Debarment Certification; and Non-Collusion Affidavit. An individual authorized to sign on behalf of the bidder or consortium; must sign and date all forms.
11. Provide three references. Note how these contacts are familiar with the bidder's organization and the nature of the work performed. In a consortium submission, this would apply to the lead entity.

## **B. Project Approach – 15 Points**

Identify the staff that will be assigned to this contract and the method of approach.

1. Provide a statement of the approach, why this was chosen and its anticipated benefits.
  - a. For a single entity - A current overall organizational chart that shows workforce related staffing/agency information on the overall organization. If a current position(s) is vacant, describe the qualifications that will be sought to fill the position and timetable for hiring.
  - b. For a consortium – Provide an overall organizational chart showing all the partner agencies of the consortium, the identified leadership of the partner agency and contact information.
2. Provide brief bios or full resume if an individual(s) is to assume an operator role in an attachment.

NOTE: Permanent staffing is not expected at HUB sites. Staff only available for a required activity.

## **C. Plan of Work – 30 Points**

Using the Scope of Work in this RFP as guidance, describe the One-Stop Operator services and statements of work to be provided that will ensure compliance with all federal and state statutes, regulations, policies, and generally accepted accounting principles. Describe methods and processes.

1. Deliverables under Operator. See Section II.
2. Current Career Center Locations Service Support of Operator.
3. Transition to Operator.
4. Identify functions that may or will be subcontracted and if the subcontractor has been identified provide the background, qualifications and staffing information for the subcontractor similar to what is required above by the contractor. If a subcontractor is not identified yet, describe the qualifications that will be sought to fill the function. The WKWB discourages subcontracting key positions but will consider such plans.

## **D. Community Partnership/Collaboration – 10 Points**

Indicate the leadership capabilities and community collaboration of the entity or the local consortium lead agency.

1. Experience in specific Board and Committee Support functions.
2. Experience in collaboration with other community based programs; the connection with those programs.
3. Experience and knowledge with other state agencies.
4. Number of years' experience and knowledge working in the employment and training field, or a related area with collaboration.
5. Leadership experience in convening group and agenda setting.

## **E. Cost, Budget, and Fiscal Integrity – 15 Points**

This funding can vary significantly based on federal allotments to the states and state allocations to the regions. In addition, other grants and awards to the regions from Kentucky Department of Workforce Investment, the U.S. Department of Labor, and other public and private entities can

further change the amount of funding that falls under the responsibility of the local grant subrecipient. Private funding may also be sought.

The cost section of the proposal shall provide a detailed budget and a budget narrative for delivery of the required scope of work including personnel, travel, staff development and operating expenses. The budget shall address the earlier identified funding sources and their utilization to meet the required scope of work. The line-item budget shall include the following line items: Personnel, Fringe Benefits, Travel, Indirect Costs, Office Supplies, Printing and Copying, and Other Costs. For a consortium, we suggest an emphasis on investments in partner staff travel, and staff development/training. We suggest only the consortium lead should have any staff time allocated to personnel. Invoices are processed monthly to the fiscal agent. The budget shall not exceed \$50,000.00.

Describe the bidder's background and provide the following:

1. Provide one (1) copy of the two (2) most recent audit reports. In a consortium, this would apply to the lead agency designated to handle funding.
2. Provide one (1) copy of the conflict of interest policy or ethics policy held by the agency. In a consortium, this would apply to the lead agency.
3. Indicate if any staff member has been charged or convicted of any wrongdoing regarding use of funds or conflict of interest.

The original budget period should include July 1, 2017 – June 30, 2018. The WKWB may evaluate the One-Stop Operator activities and extend the contract period for up to three (3) years after an annual evaluation of the contract and its success. Cost negotiations of the contract amount will occur with each succeeding year of the contract period.

July 1, 2018 – June 30, 2019

July 1, 2019 – June 30, 2020

July 1, 2020 – June 30, 2021

## **Section V – Proposal Instructions and Information**

### **A. Contracting Period**

The initial contracting period for the provided Scope of Work will be July 1, 2017 – June 30, 2018. The contract may be extended an additional three (3) year period to be determined on an annual basis with a satisfactory performance evaluation to be determined by the WKWB Executive Committee and/or WKWB and the Chief Elected Officials (CLEOs). Cost negotiations of the contract amount will occur with each succeeding year of the contract period.

July 1, 2018 – June 30, 2019

July 1, 2019 – June 30, 2020

July 1, 2020 – June 30, 2021

## **B. Proposal Submission & Deadline**

The deadline for receipt of proposals is May 31, 2017 1:00 p.m. CDT. Proposals must be officially received by this deadline to be reviewed and considered. Proposals may be mailed via regular U.S. Mail, express delivery or hand delivered to the following address:

Sheila A. Clark, Executive Director  
West Kentucky Workforce Board  
300 Hammond Drive  
Hopkinsville, KY 42240

Submissions by facsimile or e-mail are NOT acceptable and will NOT be considered. Appropriate consideration of this timeframe should be considered with U.S. Mail delivery as all mailed proposals must still meet the required receipt deadline.

A receipt will be furnished to submit a proposal by mail upon written request. Proposals delivered by hand will be provided a receipt upon request.

## **C. Procurement Timeline**

The timeline for soliciting proposals, review, selection, and negotiation is presented below. The dates are tentative and may be changed at the CLEO's or LWDB's discretion.

Deadline for Submission of Questions:	May 19, 2017, 4:30 p.m. CDT
Deadline for Intent to Bid Submission:	Notify Sheila A. Clark at <a href="mailto:Sheila.clark@ky.gov">Sheila.clark@ky.gov</a> no later than May 17, 2017 at 10:00 a.m. CDT
Bidders Conference:	May 16, 2017 at 8:15 a.m. CDT at the Pennyriple Area Development District Office, 300 Hammond Dr., Hopkinsville, KY 42240
Responses to Questions from Bidders:	Any questions from bidders will be answered via email to all parties who have expressed an intent to bid.
Proposal Due Date	May 31, 2017 at 1:00 p.m. CDT
Bidders Oral Presentations (if requested)	To Be Determined
Successful Bidder Selected and Notified:	Approximately June 10, 2017
Contract Start Date:	July 1, 2017

## **D. Required Intent to Bid**

Notify Sheila Clark by email at [sheila.clark@ky.gov](mailto:sheila.clark@ky.gov) with an intent to bid statement including electronic contact information and physical contact information. Intent to bid shall be received no later than May 17, 2017 at 10:00 a.m. CDT. No proposal will be accepted unless an intent to bid has been received by this date.

## **E. Proposal Requirements**

1. **Format:** Proposals must be typed, suggested single-spaced, and must be submitted on 8 ½ by 11-inch plain white paper. Font size no smaller than 11 point, approximately 1 inch side margins. Each page of the proposal should be numbered as "page \_\_\_ of \_\_\_", with the name of the bidder on each page. There is a suggested submission order in the instructions.

2. **Page Limit:** The proposal narrative must be no more than thirty five pages (35) pages. This page limitation does not include the specified required attachments stated in the proposal or the audit report.
3. **Number of copies:** One complete original, marked "original", with original signatures of the authorized signatory, plus one (1) complete copy. The Bidder must also include one (1) portable USB Flash Storage Device copied with their bid package which includes an electronic copy of the proposal on the device. Any proposal lacking copies may be considered non-responsive. Completeness of all copies is the sole responsibility of the bidder. The bidder will need to submit two (2) years of your most recent audit report with the proposal package.
4. **Responsiveness:** Bidders that fail to follow the requirements set forth in this document regarding page limits, number of copies may be considered non-responsive. The WKWB reserves the right to reject any or all proposals at their sole discretion. Proposals should be concise and avoid unnecessary detail.
5. **Budget Information:** The cost section of the proposal shall address cost under a specifically identified section of the narrative that shall include a detailed line item budget and a supporting detailed narrative. This is a cost reimbursement contract. All proposed costs of the one-stop operator must be reasonable, necessary and allocable. The line-item budget shall include the following line items: Personnel, Fringe Benefits, Travel, Indirect Costs, Office Supplies, Printing & Copying and Other Costs. (See Appendix G) The total budget amount shall not exceed \$50,000.00.  
  
The original budget period should include July 1, 2017 – June 30, 2018.
6. **Proposal Contact Information:** Bidders will be required to provide contact information for the individual who can respond to questions regarding the proposal. The contact person should be the individual who is knowledgeable of the proposal and who is authorized to provide information on behalf of the bidder or the consortium. If necessary, this contact may be asked to clarify points in the proposal.

## **F. Qualifications and Minimum Standards for Bidders**

1. **Eligible Bidders:** One-Stop Operators may be a single entity or a consortium of entities. Types of entities that may be a one-stop operator include:
  - a. An institution of higher education
  - b. A State Employment Service agency established under the Wagner-Peyser Act
  - c. A community based organization, non-profit organization, or workforce intermediary
  - d. A private for-profit entity
  - e. A government agency
  - f. A local Board, with approval of the chief elected official and the Governor
  - g. Another interested organization or entity capable of carrying out the duties of one-stop operator

If a consortium of one-stop partners entities choose to apply, the consortium must include three (3) or more of the required one-stop partners of demonstrated effectiveness located in the local area (WIOA 121)(d)(2)(b). The consortium must select one lead partner for

the point of contact, fiscal responsibility, and contract negotiation, or to serve in any role representing the consortium. A minimum of three (3) separate entities, each responsible for at least one (1) of the following programs/activities in the local workforce development area:

- a. Programs authorized under Title I of WIOA
- b. Employment services authorized under the Wagner-Peyser Act (W-P)
- c. Adult education and literacy authorized under title II of WIOA (AEL)
- d. Vocational Rehabilitation program authorized under Title I of the Rehabilitation Act of 1973 (VR)
- e. Senior Community Service Employment Program authorized under Title V of the Older Americans Act
- f. Career and Technical education programs at the post-secondary level authorized under the Carl D. Perkins Career and Technical Education Act of 2006
- g. Trade Adjustment Assistance activities authorized under Chapter 2 of Title II of the Trade Act of 1974 (TAA)
- h. Jobs for Veterans State Grant programs authorized under Chapter 41 of Title 38, U.S.C.
- i. Employment and training activities carried out under the Community Services Block Grant (CSBG)
- j. Employment and training programs carried out by the U.S. Department of Housing and Urban Development (HUD)
- k. Programs authorized under State unemployment compensation laws (UI)
- l. Programs authorized under the Second Chance Act of 2007
- m. Unless specifically exempted by the Governor, Temporary Assistance for Needy Families (TANF) authorized under Part A Title IV of the Social Security Act.

If a current provider of service(s) within the one-stop system should apply as an operator, or as part of a consortium, the entity or entities selected must have fire walls in place to ensure the entity, in its role as operator, does not conflict with its role as a service provider through a written agreement with the WKWB and the CLEOs to clarify how the selected entity will carry out its roles and responsibilities while demonstrating compliance with WIOA, WIOA Regulations, local/state policies, particularly conflict of interest policies.

NOTE: In the event that a consortium of current providers in the one-stop system should be selected, the WKWB will provide the evaluation of the one-stop system.

The Workforce Board is prohibited from awarding a contract to a party “excluded from Federal procurement or non-procurement programs” by the U.S. General Services Administration or the U.S. Department of Labor Secretary.

2. **Bidder Competency:** Bidders must be knowledgeable of the WIOA and implementing statutes, regulations, rules and policies for the federal funds. A copy of the WIOA and proposed regulations may be found on the U.S. Department of Labor web page at <http://www.doleta.gov/WIOA/>.

3. **Workforce Policies:** Copies of other pertinent workforce policies and regulations may be found through the Kentucky Workforce Innovation Board web page at [www.kwib.ky.gov](http://www.kwib.ky.gov).
4. **Successful Bidder:** The LWDB will provide an orientation on any LWDB-specific documents, policies and procedures, as necessary, to the successful bidder. Additional information about the LWDB may be obtained at the LWDB's web page at [www.wkworkforce.work](http://www.wkworkforce.work).
5. **Authorized Signatory Authority:** The bidder's authorized signatory authority must sign all signature documents in the proposal. This individual should typically be the director, president or chief executive officer of the organization, or any individual who has the authority to negotiate and enter into and sign contracts on behalf of the bidder's organization or a consortium.
6. **Subcontracting:** Intent to subcontract must be clearly identified in the proposal narrative and approval must be provided by the WKWB prior to contract execution. If the bidder currently subcontracts certain functions/activities and intends to do so as part of this proposal, the potential subcontractor must be identified. An original signed letter from the subcontractor attesting to this agreement to the terms of the proposal and any resulting contract must be included in the proposal response.

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 WKWB must approve any subcontract arrangements.

7. **Requirements:** Proposals must meet the following requirements. Any proposal not meeting these requirements may be considered non-responsive.
  - Date/Time of Submission
  - Intent-to-bid notification
  - Page limitations
  - Executive Summary (not to exceed 2 pages)
  - Required copies: One original, one copy and one (1) portable USB Flash Storage Device with copy
  - Prior Audit Submission- 2 years
  - Regional Attachment certification and copies

### **G. Conflict of Interest**

The proposal applicant **must include a statement** on conflict of interest that discloses any potential conflict of interest that could arise from its relationship with other providers, partners, or WKWB Board members or staff. Conflict of interest shall be avoided by all proposers in compliance with 20.CFR 627.420(c) for all issues regarding this RFP. No employee or Board member of a proposer shall cast a vote on, nor participate in any decision-making capacity on the provision of services by such employee or Board member of a proposer, or any organization that

the employee or Board member of a proposer directly represents. No employee or Board member of a proposer shall vote on, nor participate in any decision making capacity on any matter that would provide direct financial benefit to that employee or Board member of a proposer, or to any organization which that employee or Board member of a proposer, or to any organization which that employee of Board member of a proposer directly represents. The West Kentucky Workforce Board will reject proposals of those proposers who violate this condition.

## **H. Proposal Evaluation**

The proposal criteria identified herein is a guideline for Bidders and reviewers; however, the final decision for contract award rests with the WKWB. The WKWB is not required to contract with the entity receiving the highest ranking as a result of the proposal review process. Proposals that do not meet minimum standards may be considered non-responsive.

### **1. Minimum standards:**

Standards are outlined in Section F above and are required to be met.

### **2. Evaluation process:**

The WKWB strives to conduct procurement in a manner providing full and open competition. An award will only be made to the proposer who can provide demonstrated ability to perform successfully.

A Review Panel selected jointly by the local Workforce Board and the CLEOs will independently evaluate each submitted proposal that is determined to meet the minimum submission requirements. The individuals on the Review Panel will score each proposal. The scores will be aggregated with the average score recorded per proposal. The West Kentucky Workforce Board will then rank the proposals based on the Review Panel's recommendation and average score. The Review Panel may request additional information for clarification and consideration during their review process.

It is possible that the CLEOs and/or the Workforce Board will request that bidders make an oral presentation to the representatives of the review panel and/or others. If the Review Panel elects to request oral presentations, bidders will be notified of date, time and place. Time limits will be placed on the presentations with questions/answers by the Review Panel following the time-limited presentations.

The Workforce Board and the Chief Local Elected Officials shall determine the successful proposal from the Panel's recommendation. The highest point total bid, may or may not, be the selected bidder based on the judgment of the review panel and the Chief Local Elected Officials. Bidders should note that the West Kentucky Workforce Board may award a contract with or without price negotiation.

All bidders will be notified of the Review Panel meeting(s) and their results.

### **3. Evaluation Criteria:**

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

	Possible Points
<b>A. Experience</b> <ul style="list-style-type: none"> <li>• Background, performance and organizational stability</li> <li>• Bidder demonstrates evidence of ability to perform the functions described in its project plan</li> <li>• Quality of response, strength of experience, and demonstrated achievements/results</li> <li>• Met qualifications expected of a bidder</li> </ul>	<b>30</b>
<b>B. Project Approach</b> <ul style="list-style-type: none"> <li>• Method of services detailed</li> <li>• Single entity (10 maximum possible points)</li> <li>• Consortium proposal submission (+5 points to the score)</li> </ul>	<b>15</b>
<b>C. Plan of Work</b> <ul style="list-style-type: none"> <li>• Detailed Plan of activities and deliverables</li> <li>• Timeline</li> <li>• Transition</li> <li>• Staffing Information</li> </ul>	<b>30</b>
<b>D. Community Partnership/Collaboration</b> <ul style="list-style-type: none"> <li>• Knowledge of local organization supporting workforce efforts</li> <li>• Experience setting agenda</li> <li>• Leadership among the other organizations</li> </ul>	<b>10</b>
<b>E. Cost, Budget and Fiscal Accountability</b> <ul style="list-style-type: none"> <li>• Cannot exceed \$50,000.00</li> <li>• Cost noted is reasonable</li> <li>• Exhibits previous fiscal accountability</li> <li>• No audits unresolved</li> </ul>	<b>15</b>
<b>Total</b>	<b>100</b>

**I. Governing Provisions and Limitations**

1. The West Kentucky Workforce Board is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
2. The West Kentucky Workforce Board reserves the right to accept or reject any or all proposals received, to cancel or to reissue this RFP in part, or its entirety.
3. The West Kentucky Workforce Board reserves the right to award a contract for any items/services solicited via this RFP in any quantity the West Kentucky Workforce Board determines is in its best interest.

4. The West Kentucky Workforce Board reserves the right to correct any error(s) and/or make modifications to this solicitation as it deems necessary.
5. The West Kentucky Workforce Board reserves the right to negotiate the final terms of any and all contracts or agreements with bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce development area.
6. The West Kentucky Workforce Board reserves the right to contact any individual, organization, employer or grantees listed in the proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any and all bidders.
7. The West Kentucky Workforce Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the U.S. Department of Labor, Kentucky DWI, or other funding sources, or due to legislative changes.
8. The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the bidder to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful bidder as a basis for the release of proposed services at the stated price/cost.
9. A contract with the selected bidder may be withheld, at the West Kentucky Workforce Board's sole discretion until such issues are satisfactorily resolved (ex: issues of contract or questions of non-compliance). The West Kentucky Workforce Board may withdraw award of a contract if the resolution is not satisfactory to the West Kentucky Workforce Board.

**Violation of any of the following provisions may cause a proposal to be rejected:**

1. Bidders shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the West Kentucky Workforce Board, the CLEOs, or the fiscal agent for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
2. No employee, officer, or agent of the West Kentucky Workforce Board or CLEOs shall participate in the selection, award or administration of a contract supported by workforce funds, if a conflict of interest, or potential conflict, would be involved as defined by the local WKWB or the Commonwealth.
3. Bidders shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a bidder's proposal to be rejected.
4. Bidders are prohibited from contacting or soliciting support from West Kentucky Workforce Board, CLEOs, the fiscal agent, WKWB Executive Director or regional elected officials regarding their intent to bid on this work. Such contacts will result in immediate disqualification and rejection of their bid.

## **J. Administrative Requirements and Procedures**

**The following administrative requirements and procedures should be carefully reviewed prior to development of a proposal.**

1. It is the West Kentucky Workforce Board's intent to award only one (1) contract under this RFP.
2. The successful bidder will be required to maintain automated and paper records for fiscal management, policies and procedures, monitoring results, internal and external evaluations, and audits. In the event the contract is not renewed or is terminated, the current contractor agrees to provide all of the identified records to the WKWB.
3. The successful bidder agrees to comply with the WKWB and Commonwealth of Kentucky policies related to information technology and its use.
4. The successful bidder agrees to comply with all applicable federal and state confidentiality laws and to keep and hold all Proprietary Information disclosed by the West Kentucky Workforce Board, KCC partners, affiliates, customers, or vendors of the LWDB in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, human resource information, and customer lists.
5. The successful bidder acknowledges that for any product and/or deliverable provided as part of the contract, the successful bidder warrants that it created said product/deliverable and that the successful bidder has full power and authority to transfer ownership of same without the consent of any other party and that any product and/or deliverable is delivered free of any rightful claim of any third party by way of infringement or otherwise, arising from or related to the claimed rights in any product and/or deliverable.
6. Proposals not selected for funding may be appealed only with respect to any fault or violation of law or regulation regarding the review process. Appeals must be filed with the West Kentucky Workforce Board Executive Director within ten (10) calendar days of the notification of the non-award document. Appeals must be in writing and sent to the WKWB at the following address:

West Kentucky Workforce Board  
Attention: Sheila A. Clark, Executive Director  
300 Hammond Drive  
Hopkinsville, KY 42240

The appeal must include at a minimum, the following information: 1) a description of the WKWB action being appealed, 2) a citation of the law or regulation allegedly violated that forms the basis for the appeal, 3) a thorough explanation of the appeal, and 4) an original signature by the appealing organizations authorized representative. Appeals submitted by way of fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. The filing of the complete appeal with the required time frame is a condition precedent. NO

EXCEPTION WILL BE MADE TO AN APPEALING ORGANIZATION THAT DOES NOT FILE THEIR APPEAL WITHIN THE PUBLISHED DEADLINE.

Upon receipt of a complete and properly submitted appeal, the WKWB Executive Director will arrange for a meeting with the appealing organization's representatives (not to exceed three (3) persons), and the WKWB's representatives. The Executive Committee of the WKWB shall serve as the Board's representative in hearing the appeal. The Executive Committee will evaluate the appeal and respond to the appealing organization within thirty (30) calendar days via certified mail to the representative of the organization filing the appeal. Protests of the WKWB decision of the appeal can occur and such protests must be filed in writing via certified mail within ten (10) calendar days of the initial receipt of the resolution by the WKWB Executive Committee. This communication should contain a thorough explanation of the reason for the protest of the WKWB's decision and the response from the Executive Committee. The Executive Committee will report this action to the WKWB at its next regularly scheduled meeting. The protest shall not be brought before the full board nor addressed to it by the appealing organization. All discussions shall take place with the Board's Executive Committee. The Board's disposition of the protest will be provided to the organization's lead representative in writing via certified mail, and will be final.

#### **K. Submission Order**

The proposal should be submitted in the order listed below. A proposal checklist is included as **Appendix B** to assist Bidders in submitting a complete proposal; however, it should not be submitted. The cover page and any required/requested attachments do not count toward your proposal thirty five (35) page limit.

#### **Proposal Cover Sheet – Appendix A**

##### **Part A: Proposal Narrative**

1. Demonstrated Experience of Quality Service Delivery
2. Project Approach
3. Plan of Work
4. Community Partnership/Collaboration
5. Cost & Fiscal Accountability: Budget form with Cost Line Item/Budget Narrative (See Appendix G)
6. References – Minimum of three (3) Agencies or Groups

##### **Part B: Assurances**

1. Certifications and Assurances (Appendix C)
2. General Assurances and Certifications (Appendix D)
3. Debarment Certification (Appendix E)
4. Non-Collusion Affidavit (Appendix F)

5. Brief Bios or Full Resumes of the Assigned Staff (Appendix F-staffing information to be developed by the bidder)

#### **L. Notification of Award**

All responders to the RFP will be notified by the WKWB of their decision of award. The proposer who is selected as the One-Stop Operator will receive a letter of intent to contract for services. This proposer will be requested to complete any pre-award documents and negotiate any remaining issues to move the contract into place. The successful completion of the pre-award activity and any subsequent negotiations will be the finalization of the contract.

#### **M. References**

Interested parties may obtain additional information about the Workforce Innovation and Opportunity Act, including the law, proposed regulations, policies and other documents and resources through the following websites:

Workforce Innovation and Opportunity Act (WIOA):  
<http://www.doleta.gov/WIOA/docs/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)

**APPENDIX A – PROPOSAL COVER SHEET**

**REQUEST FOR PROPOSAL  
WEST KENTUCKY WORKFORCE DEVELOPMENT AREA  
ONE-STOP OPERATOR  
UNDER THE WORKFORCE INNOVATION & OPPORTUNITY ACT**

West Kentucky Workforce Board 300 Hammond Drive Hopkinsville, KY 42240 270-886-9484	FOR INTERNAL USE ONLY  Rec'd by _____  Date _____ Time _____  Meets Technical Requirements Y/N				
Name of Bidder/Address	Type of Organization     ( ) Private Nonprofit Corp ( ) Private for Profit Corp ( ) Other Specify				
FEIN#:	DUNS#:				
Proposal Contact Person (Bidder)	Address/Telephone				
Proposal Contract/Contact Info					
Bidder Statement of Certification: This proposal was prepared independently without consultation, agreement or cooperation with any other bidder or party to determine a competitive cost for the services offered. This proposal has been duly authorized by the governing body of the bidder.  <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">                             Authorized Signer's Name Typed                         </td> <td style="width: 50%; border-bottom: 1px solid black;">                             Authorized Signature                         </td> </tr> <tr> <td style="border-bottom: 1px solid black;">                             Authorized Signer's Title                         </td> <td style="border-bottom: 1px solid black;">                             Date Signed                         </td> </tr> </table>		Authorized Signer's Name Typed	Authorized Signature	Authorized Signer's Title	Date Signed
Authorized Signer's Name Typed	Authorized Signature				
Authorized Signer's Title	Date Signed				

## **APPENDIX B - Proposal Checklist**

All proposals must meet the following technical specifications. Use this as a guide for assembling your proposal. Do not submit this with your proposal. A technical review will be performed by DWI to determine compliance before the evaluation committee reads and rates the proposals.

- ❑ Typewritten on 8 ½ by 11 unruled paper, single sided
- ❑ Font size no smaller than 11 point
- ❑ 1 inch side margins and single spaced
- ❑ Pages numbered consecutively at the bottom of the page (page \_of \_) with bidders name on each page
- ❑ Proposal Cover Sheet – Appendix A
- ❑ Proposal Content
  - Executive Summary (2 page limit)
  - Bidder’s Demonstrated Experience of Quality Service Delivery
  - Bidder’s Fiscal Integrity
  - Plan of Work
  - Cost – Line Item Budget & Supporting Narrative
  - References – minimum of 3
- ❑ One copy of most recent two audit reports - two (2) copies total
- ❑ Certifications and Assurances submitted and signed – Appendix C
- ❑ General Assurances and Certifications submitted and signed – Appendix D
- ❑ Debarment Certification - Appendix E
- ❑ Non-Collusion Affidavit – Appendix F
- ❑ The original proposal and all signature forms are signed by the bidder’s authorized signatory authority and one (1) copy in addition to the original.
- ❑ Where the use of an established subcontractor(s) is proposed, original letter from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract.
- ❑ Line Item Budget and supporting detailed narrative for the operation period July 1, 2017 – June 30, 2018 to include expenses for the following: Personnel, Fringe, Travel, Indirect Costs, Office Supplies, Printing and Copying and Other Costs (Appendix G)
- ❑ Brief Bios or Full Resumes of the Assigned Staff - staffing information to be developed by the bidder.

## **APPENDIX C – Certifications and Assurances**

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 60 days following receipt, and the West Kentucky Workforce Board may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the Pennyriple Area Development District whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document).
5. I/we understand that the Pennyriple Area Development District will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the Workforce Development Area, and I/we claim no proprietary right to the ideas, writing, items or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data that have been submitted have not been knowingly disclosed by the bidder and will not be knowingly be disclosed by his/her prior to opening, directly, or indirectly to any other bidder or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to the proposal.
8. No attempt has been made or will be made by the Proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

The undersigned hereby assures and certifies that if selected the bidder's organization is in compliance with all of the Certifications and Assurances where applicable.

---

Name and Title of Authorized Representative

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Signature

---

Date

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Name of Applicant Organization

## **APPENDIX D – General Assurances and Certifications**

The bidder hereby assures and certifies compliance with each of the requirements where applicable.

I/we recognize that I/we must give assurance for each item below. If I/ we cannot, this proposal will be automatically rejected. The assurances are:

- 1) The bidder is authorized by its Board of Directors, Trustees, other legally qualified office or as the owner of this agency or business to submit this proposal.
- 2) The bidder organization is not currently on any federal, Commonwealth of Kentucky, or local Debarment List.
- 3) The bidder organization will provide records to show that it is fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
- 4) The bidder has, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
- 5) The bidder will abide by all fiscal and program requirement as provided in the WIOA and federal regulations.
- 6) The bidder will abide by record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42 and any applicable state retention schedules.
- 7) The bidder will abide by the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
- 8) The bidder will abide by Equal Employment Opportunity – All Contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and E.O. 13672, as supplemented by regulations at 41 CFR Part 60, "Office of Federal Agreement Compliance Programs, and Equal Employment Opportunity Department of Labor."
- 9) The bidder will abide by The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the federal awarding agency.
- 10) The bidder will abide by The Davis-Bacon Act as supplemented by US Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, Contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the

Department of Labor in each solicitation and the award of an Agreement shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency.

- 11) Proprietary Information. During both the Agreement timeframe and after its completion, the Contractor agrees to keep and hold all Proprietary Information disclosed by the LEO Workforce Consortium, LWDB, partnering entities, affiliates, customers, or vendors of the local workforce development area in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, and customer lists.

**The bidder will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:**

- Maintaining records that accurately reflect fiscal accounts;
- Maintaining record confidentiality, as required;
- Reporting financial data, as required;
- Permitting and cooperating with federal investigations undertaken in accordance with the WIOA;
- Complying with federal and state non-discrimination provisions;
- Meeting requirements of Section 504 of the Rehabilitation Act of 1973;
- Meeting all applicable labor laws, including Child Labor Law standards; and
- Accepting funding for and working within the guidelines of other funding opportunities provided the LWDB.

**The bidder will not:**

- Use WIOA funds to assist, promote, or deter union organizing;
- Use WIOA funds to employ or train persons in sectarian activities; or
- Use WIOA funds for lobbying.

The undersigned hereby assures and certifies that if selected the bidder's organization is in compliance with all of the Assurances and Certifications where applicable.

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Name and Title of Authorized Representative

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Signature

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Date

---

Name of Applicant Organization

## **Appendix E – Debarment Certification**

### **Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions**

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**Applicant**

**Organization**

---

**Applicant Organization Address**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- 1) The prospective primary participant (i.e. One-Stop Operator) certifies to the best of its knowledge and belief, that it and its principles:
  - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
  - b. have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property;
  - c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. have not within three-year period preceding this application/renewal had one or more public transactions (federal, state or local) terminated for cause or default.
  
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application/renewal package.

---

Name and Title of Authorized Representative

---

Signature

Date

**Appendix F - Non-Collusion**

**Non-Collusion Affidavit**

Commonwealth of Kentucky

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer of the West Kentucky Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent had any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

The undersigned certifies that no representative of the corporation has exerted any undue influence on the procurement process, or violated any federal or state procurement, conflict of interests or ethics law in seeking funding under this Request for Proposals:

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Name of Applicant Organization

Subscribed and sworn to me this \_\_\_\_ day of \_\_\_\_\_

Notary Public

County of

Commission Expiration Date

**Appendix G – Cost Line Item Budget**

**ONE STOP OPERATOR  
BUDGET FORM  
JULY 1, 2017 - JUNE 30, 2018**

<b>Item of Expenditure</b>	<b>Requested Funding (\$)</b>
Personnel	
Fringe Benefits	
Travel	
Indirect Costs	
Office Supplies, Printing, and Copying	
Other Costs	
<b>TOTAL</b>	

Narrative: Please explain each line item in detail including the method of calculation.