**REQUEST FOR PROPOSAL**

**FOR**

**KENTUCKY CAREER CENTER ONE-STOP OPERATOR**

FOR

\_\_\_\_\_\_\_*Insert Board Name*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WORKFORCE DEVELOPMENT BOARD

FOR THE PERIOD

*Insert Start and End Date of One-Stop Operator Services*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RFP ISSUED: *Insert Date RFP is issued*

RFP BIDDERS’ CONFERENCE: *Insert Date and Time of Bidders’ Conference* (if applicable)

LOCATION OF RFP BIDDERS’ CONFERENCE:

*Insert location of Conference* (if applicable)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUE DATE FOR PROPOSAL SUBMISSION: *Insert Date and time of proposal submission*

LOCATION FOR PROPOSAL SUBMISSION:

*Insert location for proposal submission*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CONTRACT BEGINS: *Insert start date of contract*

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**REFERENCES**

**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>**

**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)

**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)

**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>

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

1.1 Purpose

The purpose of this solicitation is to select a One-Stop Operator to operate the Kentucky Career Centers (KCCs) and other service access points for federally funded KCC partners as required by WIOA and other community partners serving employers and customers seeking jobs, career counseling, training, and career advancement in the *insert Area* Workforce Development Area.

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 the 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 Policy Numbers 15-001, 15-002, 15-003, 17-001 and 17-002 are incorporated in 787 KAR 2:040E.

Pursuant to WIOA, LWDBs must competitively procure the One-Stop Operator for the comprehensive Kentucky Career Center 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.

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 core programs, the LWDB may identify additional partner programs in the Kentucky Career Center system. The six core programs under WIOA create an integrated, "one-stop" system of workforce investment and education activities for adults and youth. The required programs under WIOA include:

* Adult, Dislocated Worker and Youth – authorized under WIOA Title I and administered by the U.S. Department of Labor,
* Adult Education and Family Literacy Act (AEFLA– authorized under WIOA Title II and administered by the U.S. Department of Education,
* Employment Service authorized under the Wagner-Peyser Act, as amended by WIOA Title III and administered by the U.S. Department of Labor, 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 local boards shall ensure that in carrying out activities under this title, one-stop operators—

(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 insert name of local Workforce Development Board Workforce Development Board, is proceeding with the RFP process and will expect the selected operator to accommodate the implications of the WIOA, WIOA Final Rules and relevant federal, state and local WIOA regulations, policies and advisories.*

1.3 General Information

1. Pursuant to 29 U.S.C.A. §3151(d)(1), the local board with the agreement of the chief 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 *insert name of Board* Workforce Development Board issues this Request for Proposals (RFP) to procure a One-Stop Operator to conduct staff operations with KCC personnel and staff of the KCC partners to deliver Adult, Dislocated Worker, Youth and Business Services under the six core programs in WIOA and other applicable programs in the *\_insert (#)*\_\_ -county region of the *insert name of board\_* Workforce Development Board. The Board 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.
2. The resulting contract with the successful bidder will be for a *Insert # of years*-year period, *insert start date* to *insert end date*. *Based on performance, the Board may renew the contract for an additional year, insert date to insert date.* The contract shall be cost-reimbursement.
3. The *insert Area name* Workforce Development Area consists of *(name counties)* counties with \_\_#\_\_ Kentucky Career Centers located in *(name cities)*. The successful bidder will manage Adult, Youth (Optional) and Dislocated Worker programs and Business Services in all *insert #* counties in the *insert Area name* Workforce Development Area effective *insert date*.

1. The Board is seeking interested and qualified (private and public and for-profit and not-for-profit) entities, in accordance with 29 U.S.C.A. §3151(d)(2), able to provide innovative, high quality services to adults, dislocated workers, youth (optional) and the business community. The proposed services must meet the specifications of this RFP. The Board anticipates contracting with an entity or consortium of entities that are familiar with WIOA, WIA and/or similar programs. The organization 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.

1. Funds available under this Request for Proposals are estimated to be approximately $\_\_\_\_\_\_\_\_\_\_\_\_ for Program Year 2017 (PY 17) for Youth, Adult and Dislocated Worker WIOA programs.
2. The current LWDA PY 17 negotiated WIOA performance measures are as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| LOCAL EXPECTED LEVELS | Adults | Dislocated Workers | Wagner-Peyser  | Youth |  |
| Employment Rate 2nd Quarter After Exit |  |  |  |  | Employment or Placement Rate 2nd Quarter After Exit |
| Employment Rate 4th Quarter After Exit |  |  |  |  | Employment or Placement Rate 4th Quarter After Exit |
| Median Earnings 2nd Quarter After Exit |  |  |  |  | Median Earnings |
| Credential Attainment within 4 Quarters After Exit |  |  |  |  | Credential Attainment within 4 Quarters After Exit |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STATE EXPECTED LEVELS | 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 |

1. Funding will vary, depending upon final allocations, number of participants to be served, and services proposed and negotiated. The Board will ensure that services, either physically or electronically, are available equitably in all counties within the *insert name of Area* Workforce Development Area. Business services will be provided in all area counties through the Business Services Team.

H. The Board 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 Board and *insert name of Area* Workforce Development Area. The proposal process is competitive and follows *insert name of entity procuring services* procurement rules.

I. The WIOA provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused, and locally managed. The Board envisions a system that meets the needs of residents and businesses alike.

J. This Request for Proposals is not in itself an offer of work nor does it commit the Board to fund any proposals submitted. The Board is not liable for any costs incurred in the preparation or research involved in the development of proposals.

K. Successful bidders must negotiate the proposal before the Board will make any final commitment.

L. All commitments made by the Board are contingent upon the availability of funds and the Board reserves the right to award an amount less than the total funds available for bid contained in this RFP.

M. The Board 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 Board 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 Board 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.

N. By submitting a bid all bidders are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.

O. Funds available for bid are intended to result in a contract for the KCC One-Stop Operator in *insert name of Area* Workforce Development Area for adult, youth, dislocated workers and business services operations under the six core WIOA and other applicable local programs.

P. Bidders should note that under the requirements of the Kentucky Open Records law, the contents of your proposal or other information submitted to the Board 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 Board. If there is a request from the public under Kentucky Open Records law to inspect any part of the proposal so marked, the Board will advise the bidder and request further justification in support of the "proprietary" marking. If the Board 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.

Q. The specifications in this RFP may change based on issuance of State or Federal regulations or policy. The *insert name of Board* Workforce Development Board will work with the successful bidder to implement any changes required by the State or US Department of Labor. By submitting a proposal, the bidder agrees to work cooperatively with the Board to comply with subsequent changes.

R. 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 Board 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 Board reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.

S. The successful bidder will be required to maintain a local One-Stop Operator management office within the Local Workforce Development Area and may be located in one of the KCCs.

T. By submitting a proposal the bidder assures that it will manage additional services under additional grants such as a National Dislocated Worker Grant or other State or federally funded workforce programs granted to the *insert name of Board* Workforce Development Board.

U. The bidder assures that it will not subcontract significant programmatic functions to other entities if awarded a contract to be the One-Stop Operator in the *insert name of Area* Workforce Development Area. Programmatic subcontracts require prior approval of the Board.

V. The bidder assures that if awarded a contract by the Board, it will comply with any Regional, State and Federal program and financial monitoring.

W. Bidders are prohibited from contacting or discussing this RFP with board members of the *insert name of Board* Workforce Development Board and local elected officials. Such contact will result in disqualification of the bid.

X. 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

1. Collaborate with the KCC partners to bring integrated and additional services to the KCC. Enter into a Memorandum of Understanding 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 and implementation of the Memoranda of Understanding and subsequent agreements with KCC partners.
2. 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.
3. Work with the WIOA youth services providers to familiarize youth with the full array of KCC services and determine appropriateness of co-enrollment, particularly for out-of-school youth prioritized under WIOA.
4. Leverage additional funding streams including those that support training, as well as in-kind and monetary contributions from regional organizations and businesses.
5. Collaborate with other pertinent organizations in the community to meet the needs of customers.
6. Collaborate with the Board to implement workforce development system initiatives and specific grant activities for which the Board and the KCC system participation has been required in the grant applications and subsequent funding.
7. Collaborate with the state, Administrative Entity 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, Eligible Training Providers, Work Ready Communities, Business Services Redesign, Partner for Success, and the Workforce Academy.

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

1. Meet or exceed all WIOA performance measures included in WIOA and 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.
2. Ensure ongoing improvement of KCC services. Improvement should focus on but is not limited to program utilization, performance outcomes, customer satisfaction, and cost effectiveness.
3. 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.
4. Implement process and schedule for reviewing and analyzing performance data internally and with partners, 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.

1.6 Role of One-Stop Operator-Outreach and Recruitment

1. Implement an outreach, marketing and organizational collaboration strategy to enroll adult and 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 adult and dislocated workers and youth into WIOA services to maximize funding allocations for adult and dislocated workers and youth. Work with the Board leadership as well as the Administrative Entity to ensure the efficient use of training dollars. Consistent with Board 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 Proposal Requirements

A. Proposals must be received by *insert time and date* in person or by mail at the address indicated. Proposals received after that time and date will be rejected. Please note that proposals must be received not postmarked prior to the deadline. Printed copies of the proposal must be submitted. Proposals shall not be submitted electronically or by FAX.

B. Submit *insert # of copies* copies of your proposal on 8½’”x 11” white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 11. One copy should be submitted unfolded and unstapled and marked “ORIGINAL.”

C. Provide two 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, a proposal cover page, shall be completed and used as the cover page for the proposal.

E. Attachment B budget form is to be completed with a one page budget narrative.

F. Attachment C indicates what may be included in the Administrative and Program cost categories and the definitions of the budget line items.

G. Attachment D is the proposed Planned Service levels.

H. Attachment E-Assurances and Certifications is to be signed and submitted.

I. Your response to the narrative section of the application is limited to no more than *insert maximum # of pages* 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: Attachments A, B, C, D, and E. The Executive Summary will count toward the *insert # of pages* page narrative limit.

J. Proposals shall be submitted “Return Receipt Requested.” If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Copies of proposals may be submitted electronically in addition to the original hard copy as noted in Section 1.7 B. The transmitting envelope shall be clearly marked “One-Stop Operator Proposal” and addressed to:

*Insert name and address and phone number*

K. 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 C (Cost Categories and Definitions)

 □ Attachment D (Planned Service Levels)

□ Attachment E (Assurances and Certifications)

□ One copy of two years of audited financial history (separate from the proposal)

□ One copy of your workforce program monitoring reports for the most recent two years

L. All entities interested in submitting a proposal must submit a Letter of Intent no later than *insert date and time* to *insert name and title.* These letters must be received, not postmarked, by *insert date*. Your Letter of Intent may be mailed, or emailed to *insert email address*. If you email the Letter of Intent, please request confirmation that we have received the letter. The address is:

*Insert name and address*

M. Questions regarding this RFP may be submitted in writing to *insert name and title*. You may also email questions to *insert name and email address*. 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 *insert time and date*.

N. An electronic copy of the RFP and questions are available online at *insert web location*.

O. *Insert who will review proposals* will review applications. An award decision is expected by *insert date of award*. A contract should be executed by *insert date of contract execution*.

The application evaluation weights are listed below. *(The following are provided as examples and correspond to the Evaluation Point Chart sample in Section 1.9 – insert appropriate local information and delete this note.)*

*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*

P. Appeals/Complaints: Applicants have the right to appeal any action or decision related to this RFP. Appeals will be reviewed and investigated by the *insert name of Board* Workforce Development Board, in accordance with Board policy and by-laws. The decision of the Board in such situations shall be final.

1.8. Proposal Narrative(Be specific about what you want the bidder to provide)

**A. Organization Background, Qualifications, Performance History**

**Proposal Evaluation** \_\_\_\_ (insert evaluation weight)

The narrative of your proposal is limited to *insert maximum # of pages* 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 KCC operations.

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, goals, 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. Provide a description of your experience providing business services similar to the business 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 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 last two years.

**B. Plan of Service – Programs/Program Outcomes**

**Proposal Evaluation** \_\_\_\_ (insert evaluation weight)

The Board has implemented 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 will streamline the provision of career 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 *insert name of area* Workforce Development Area 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 *insert name of area* 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 LWDB director and the Workforce Development Board and the local elected officials.

d. Describe your organization’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 hunting, and other services as part of the array of career services under WIOA and other applicable programs;
* Adults and Dislocated Workers (including displaced homemakers) 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 Workforce Development Area for formal KCC staff supervision and day-to-day management. This office can be located in one of the KCCs. Please identify by name and title the management staff that will be located within the region and describe their management authority and responsibilities.

g. Describe how you will market and implement an effective on-the-job training component to employers.

h. Describe the process that will be used for approval and payment of direct customer expenditures in an integrated system, including an estimated length of time from the case manager decision to provide the financial assistance until the resulting invoice has been paid.

i. The Commonwealth has recognized the *insert name of certified center* Center as a certified Kentucky Career Center. 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.

j. The KCCs are located in *\_\_insert name of cities\_\_\_\_\_\_\_*\_. Describe the similarities and differences in how services will be delivered in these Centers. This section should provide a brief description about how services will be provided in each specific KCC 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. Business Services

The services to be provided by the Business Services Team through the [Kentucky Skills Network](http://www.thinkkentucky.com/workforce/) (KSN) (<http://www.thinkkentucky.com/workforce/>) are prescribed by the Kentucky Workforce Innovation Board (KWIB). The Board expects the successful bidder to fully comply with expectations throughout the Workforce Development Area.

It is expected that the Business Services Team personnel 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.
1. 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).
2. 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.
3. 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.
4. Describe how you will work with employers to utilize Focus Talent and Focus Career for their own benefit and for jobseekers.
5. 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.
6. Describe how your Business Services team plans to outreach to employers to engage them in the one-stop center and system, specifically which employer organizations the team will market.
7. Describe how you plan to market work-based learning, internships, on-the-job training, customized training, National Career Readiness Certificate (NCRC), and registered apprenticeships to employers.
8. 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 experience; financial literacy; out of area job search; training services; occupational skills training; supportive services; One-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 Workforce Development Area. 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 Area.

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), OJT, work experience, 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 rapid response services will be provided to customers in the event of a facility closure or large dislocation. Also describe how rapid response activities will be coordinated between business services staff and KCC staff.

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 Local Workforce Development Board.

i. Describe how customer feedback will be collected and used to make continuous improvements to services.

j. Describe your understanding how seamless services should be provided between KCC programs including Adult, Dislocated Worker, Youth, Business Services, Wagner-Peyser, Trade Adjustment Assistance, Veterans Programs, Temporary Assistance for Needy Families TANF), Supplemental Nutrition Assistance Program (SNAP), Adult Education, and Vocational Rehabilitation.

4. Youth Services - may outsource or network (optional)

Proposals are to be submitted to serve a combination of in-school and out-of-school youth. 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 in-school and out-of-school youth.

WIOA requires the youth formula program spend at least 75 percent of funds on out-of-school youth, compared to 30 percent under WIA. WIOA also changes youth eligibility requirements by establishing separate criteria for out-of-school and in-school youth, including removing income eligibility requirements for most out-of-school youth and raising the eligible age for such youth to 16 through 24. Additionally, WIOA places a new priority on work-based learning by providing that at least 20 percent 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 *insert name of Area* Workforce Development Area Youth program must provide the fourteen (14) elements listed below. Definitions of these program elements are available through WIOA federal regulations. The 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 skill 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 14 Program Elements required by WIOA. All 14 required elements must be provided. The WIOA legislation mandates that 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 Area. Also describe how recruitment of these populations will be conducted.

c. Describe how the program design will ensure that no more than 25% of funding will be spent on in-school youth while not less than 75% will be spent on out of school youth.

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 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 experience, 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 on-the-job 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 Local Workforce Development Board.

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

**Proposal Evaluation** \_\_\_\_ *(insert evaluation weight)*

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 *insert name of Area* Workforce Development Area.

a. Describe your plan to ensure that your staff are well-trained and ready to implement WIOA services in the Workforce Development Area on *insert start date*. The One-Stop Operator 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 *insert name of Board* Workforce Development Board.

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 for each KCC along with position titles.

b. The chart should also display the management staff located within the *insert name of Area* Workforce Development Area and outside the Area. Identify by name the key management staff specified in the staffing plan from section 1 above.

c. The organizational chart should list the percentage of time for each staff position that is anticipated to be spent on *insert name of Area* Workforce Development Area activities.

**D. Partnerships and Community Coordination**

**Proposal Evaluation** *\_\_\_\_ (insert evaluation weight)*

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.

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.

c. Demonstrate experience with oversight of a multi-organizational staff.

d. Describe how key management staff will work in cooperation with the *insert name of Board* Workforce Development Board and the local KCC managers *(if applicable)* 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.

f. Include letters from key partners you plan to collaborate with. Bidders should only include key partners such as community based organizations or partner programs. Do not include supportive service vendors.

g. If your organization is not presently a One-Stop Operator in the *insert name of Area* Workforce Development Area, describe how you will work with the current KCC Operator to prepare for an efficient transition. Please include a timeline that details the transition steps to be taken (i.e. staff hired, policies developed, etc.) and the anticipated completion date for each transitional activity.

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** \_\_\_\_ *(insert evaluation weight)*

1. The bidder should complete PY 17 and PY 18 budgets on the included Attachment B.
2. Maximum funding available for this RFP is estimated at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . This amount is subject to change as actual levels of Federal funding are realized.
3. Reimbursement of Administrative costs is limited to no more than five percent (5%) of the total proposal budget.
4. 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 Board.

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** \_\_\_\_ *(insert evaluation weight)*

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.

1.9 Proposal Evaluation

The proposal criteria identified herein is a guideline for Bidders and reviewers; however, the final decision for contract award rests with the Local Workforce Development Board in partnership with the CLEO(s). Proposals that do not meet minimum standards will be considered non-responsive.

Minimum standards:

1. The proposal must be received *by insert time and date* via regular mail, express mail or hand-delivery.
2. One original and *insert number of copies* copies of the Proposal Narrative and one copy of your most recent two years of audited financial history and copies of your monitoring reports for the past two program years with resolution letters, if applicable.
3. Proposals must meet the requirements contained in Sections 1.7 and 1.8.
4. Bidders must be eligible entities as described in Section 1.3(D) – General Information.
5. The proposal and all signature forms contained herein must be signed by the bidder’s authorized signatory authority.
6. 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 Board must approve any subcontract arrangements.

Evaluation process:

The scores will be aggregated with the average score recorded. The review panel may request additional information for clarification and consideration. It is possible that the Board will request that bidders make an oral presentation to the representatives of the review panel and others. The proposals will then be ranked based on the review panel’s scoring recommendation. Bidders should note that the Board 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 Sections 1.7 and 1.8.

|  |  |
| --- | --- |
| **Evaluation Scoring** | **Possible Points** |
| **A. Organization Background, Qualifications, Performance History**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). | 200 |
| **B. Plan of Service – Programs/Program Outcomes**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. | 200 |
| **C. Capacity/Staffing Plan and Organizational Chart**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. | 150 |
| **D. Partnerships and Community Coordination**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. | 150 |
| **E. Financial Management and Budget**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. | 200 |
| **F. Technology, Data and Reporting**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.  | 100 |
| **TOTAL** | 1,000 |

**ATTACHMENT A**

**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# |  |
| Type of Project | **WIOA One-Stop Operator** |
| 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 |  |

**ATTACHMENT B – BUDGET LINE ITEM**

***LINE ITEM BUDGET***

|  |  |  |  |
| --- | --- | --- | --- |
| **Line Item** | **Administrative Amount** | **Program Amount** | **Total** |
|  |  |  |  |
| Staff Salary |  |  |  |
| Staff Fringe |  |  |  |
| Travel – In state |  |  |  |
| Travel – Out-of-state |  |  |  |
| Staff Development |  |  |  |
| Outreach |  |  |  |
| Equipment |  |  |  |
| Dues/Subscriptions |  |  |  |
| Computer Software |  |  |  |
| Office Supplies, Printing and Copying |  |  |  |
| Postage/Courier Service |  |  |  |
| Rent |  |  |  |
| Educational Materials |  |  |  |
| Indirect (not to exceed 8% of total salary and fringe) |  |  |  |
| **TOTAL** |  |  |  |

***Administrative Costs***

The personnel and operating costs, direct and indirect, associated with overall management and administration of the (insert name of local area) 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 Board seeks to identify a One-Stop Operator who can coordinate one-stop operations 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 *insert name of LWDA* 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 outlets.

7. Equipment – (insert local area definition of equipment)

8. Dues/Subscriptions – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which the Board is seeking proposals.

9. Computer software – Specify the type(s) of computer software needed. This should NOT include the costs of computer hardware or case management software as the Board provides these.

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.

**Attachment D**

**Planned Service Levels**

**Include number of participants served by all KCC partners for One-Stop Operator (last section)**

**Include number of participants served under WIOA Title I and Wagner Peyser for Career Services**

**Adult (WIOA Title I and Wagner Peyser)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Planned Service Levels** | **Projected # WIOA Title I to be Served** | **Projected # WIOA Title I to be Exited** | **Projected # Wagner-Peyser to be Served** | **Projected # WIOA Title I & Wagner Peyser Placed into Employment** |
|  | **PY17** | **PY18** | **PY17** | **PY18** | **PY17** | **PY18** | **PY17** | **PY18** |
| **Adults** |  |  |  |  |  |  |  |

**Dislocated Worker (WIOA Title I)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Service Levels** | **Projected # to be Served** | **Projected # to be Exited** | **Projected # Placed into Employment** |
|  | **PY17** | **PY18** | **PY17** | **PY18** | **PY17** | **PY18** |
| **Dislocated Workers** |  |  |  |  |  |  |

**Youth (WIOA Title I) (Optional)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Planned Service Levels** | **Projected Number to be Served** | **Projected Number to be Exited** | **Projected Number Placed into Employment** |
|  | **PY17** | **PY18** | **PY17** | **PY18** | **PY17** | **PY18** |
| **In-School Youth** |  |  |  |  |  |  |
| **Out-of-School Youth** |  |  |  |  |  |  |
| **Total Youth** |  |  |  |  |  |  |

Note: Before completing the planned service levels for youth, please review the WIOA for definitions of in-school and out-of-school youth.

**Business Services**

|  |  |
| --- | --- |
| **Planned Service Levels** | **Projected Number to be Served** |
|  | **PY17** | **PY18** |
| **Employers** |  |  |

**KCC *insert name of Center(s)***

|  |  |
| --- | --- |
| **Planned Service Levels** | **Projected Number to be Served** |
|  | **PY17** | **PY18** |
| **KCC Customers** |  |  |

**Attachment E**

**Assurances and Certifications**

***INSERT ASSURANCES AND CERTIFICATIONS FROM WIOA CONTRACT***

**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 United States, Kentucky Education and Workforce Development Cabinet, and the *insert name of Board* Workforce Development Board 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 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 Board from requiring additional assurances as part of the local application requirements.

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

Certified by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative Title Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed/Printed Name of Signatory

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Organization