



Lincoln Trail Workforce Development Board  
Request for Proposal

Direct Services Provider

Services to be performed  
(January 1, 2018 – June 30, 2019)

October 4, 2017

## **I. Description of the Lincoln Trail Workforce Development Board and Workforce Development Area**

The Lincoln Trail Workforce Development Board (LTWDB) is the workforce development strategy and policy board for the Lincoln Trail Workforce Development Area (LTWDA), formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The Lincoln Trail workforce development area consists of 8 counties in central Kentucky: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

The Lincoln Trail Area Development District (LTADD) has been competitively procured by the Lincoln Trail Development Association to be the local grant subrecipient for the local elected officials. The Lincoln Trail Workforce Development Board concurs with this agreement for board support activities.

The LTWDB will interact with the contractor administratively, by providing leadership, guidance, professional development, technical assistance, monitoring and other activities to ensure the contractor faithfully executes the strategies and policies of the Lincoln Trail WDB.

Primary funding for the Lincoln Trail Workforce Development Board comes from the U.S. Department of Labor, Employment and Training Administration, through the Kentucky Education and Workforce Development Cabinet. Other funding sources and programs may also be available and by submitting a proposal, the applicant assures the LTWDB that: the applicant will provide appropriate direct workforce services in the Lincoln Trail region under any of the LTWDB's current or future funding sources, as requested; and the applicant will work cooperatively and effectively with any entities that partner with the LTWDB.

Five high-demand sectors have been identified for the Central Kentucky region and also occupations within those sectors. Please see Exhibit H.

## **II. Background**

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires a customer focused workforce system that is accessible to all job seekers and businesses. The Lincoln Trail workforce system partners are responsible for collaboration and coordination of services in order to provide a holistic, seamless delivery of services necessary to assist customers with workforce related issues. WIOA authorizes three types of services for adult and dislocated workers: Basic Career Services, Individualized career services (including training), and follow-up services and these services are provided by multiple partner agencies. For youth programming, there are 14 program elements that must be made available either directly or through other providers.

NOTE: For more specific information regarding adult, dislocated worker and youth requirements, please refer to WIOA (Public Law 112-128); the WIOA Final Rule (20 CFR 603-688); US Department of Labor Employment and Training Administration's Training and Employment Guidance Letters (TEGL) No. 15-16, 16-16, and 17-16; current and future Commonwealth of Kentucky directives; and all other applicable Federal, Commonwealth and local laws, regulations, policies and other requirements.

### III. Purpose

The purpose of this Request for Proposal (RFP) is to select a Direct Service Provider to deliver direct workforce services (Adult, Dislocated Worker, Youth Trade, Rapid Response and assist with business services) to job-seeking customers and employer/business customers primarily through the Hub, affiliate career centers or other service outlets throughout the region. Grant funds may be received through multiple federal, state, local and private funding opportunities.

The Lincoln Trail WDB is seeking interested and qualified providers that are able to provide innovative, high quality services to adults, dislocated workers, youth and the business community. The WDB anticipates contracting with an entity that is familiar with WIOA, WIA and/or similar workforce programs. The success and accountability of the Lincoln Trail workforce system depends on the following values:

- **Integrated** – Think and act as an integrated system of partners that share common goals with services delivered by various organizations with the best capabilities for a seamless customer experience.
- **Accountable** – Committed to high quality customer services with regular program performance review based on shared data and actions that enhance outcomes.
- **Universal Access** – Meet the needs of customers by ensuring universal access to programs, services and activities for all eligible individuals.
- **Continuous Improvement** – Create a delivery system that utilizes feedback from employers and job seekers to challenge the status quo and innovates to drive measurable improvements.
- **Partnership** – Align goals, resources and initiatives with economic development, business, labor, and education partners.
- **Regional Strategy** – Work with counterparts to address broader workforce needs of the regional economy and leverage resources to provide a higher quality of services.

There is one certified comprehensive center (Hub) in Elizabethtown and three certified affiliate centers in Bardstown, Lebanon and Leitchfield. KCC Centers – Lincoln Trail are currently open 37.5 hours per week, Monday – Friday:

- 7:30 – 5:00 – Monday and Tuesday
- 7:30 – 4:30 – Wednesday and Thursday
- 7:30 – Noon - Friday

It is expected that the Direct Service Provider provide services at all four centers. Services at the comprehensive center (hub) must be full time, Monday – Friday. Current services at the affiliate sites - Bardstown 1 day/week, Leitchfield 4 days/week and Lebanon 4 days/week. While this is the current service model and based on current staffing levels, (current model has 6 client services manager/career counselor positions with 2 dedicated to business services outreach in conjunction with board designated business services staff.) As of this release, only 3 positions remain filled. The LTWDB will discuss other options presented in responses to this solicitation.

**SPECIAL NOTE:** Special consideration shall be given to existing staff that possesses knowledge, expertise and experience. This consideration means they will be granted an interview.

#### IV. **Scope of Work**

1. **Eligible providers** – Private non-profit organizations, for-profit organizations, public agencies, social enterprise agencies, public or private institutions of education.
2. **Direct Services** - Direct services are workforce development services that assist WIOA eligible individuals prepare for, obtain and achieve success in self-sustaining employment and help employers find train and hire qualified and skilled workers. Direct services are also participation in any Rapid Response activities when a company has a layoff or closes. Eligible individuals include adults, dislocated workers, youth (both In-school and Out-of-school Youth) who qualify for services under a variety of programs offered by the Lincoln Trail WDB. Funding sources may include: USDOL funding for WIOA, Trade, Dislocated Worker Opportunity Grants, other federal departments, grant partnership with the Commonwealth of Kentucky and its various Cabinet Agencies, private foundation and/or trust grants, and other public or private funds. Any potential provider who submits a proposal for this solicitation must assure they will provide appropriate and/or program specific Direct Services under any of the current or future funding streams the Lincoln Trail WDB has or will receive.
  - a. One of the core components of direct services is case management/career planning and counseling for our job-seeking customers. These

individuals are the “front-line” and the foundation for providing workforce development services. Services including helping customers understand their circumstances, attitudes, skills, interests, barriers, and career objectives. From there, a plan of action is developed with the customer that will assist them in achieving their career objective: a self-sustaining job and hopefully career. The staff will connect customers with needed services through knowledgeable services referrals to partner/provider agencies and will maintain regular contact with each customer throughout their journey. They will be partners, supporters, cheerleaders, etc. for each customer in their decision-making and problem solving process. It is expected that staff will build effective, trust-based relationships with customers resulting in quality job placements. Knowledge of the local labor market, demand occupations, employers, training and education providers, supportive service agencies, etc. are critical skills for staff.

- b. Another critical element of direct services is management, supervision and oversight of the client services managers/career counselors. This includes: Providing strategic guidance and planning for staff; ensuring performance and productivity goals are met; monitoring the quality of services; ensuring proper records are kept; ensuring compliance with Federal, State, Local, and Board laws, regulations, policies and other relevant rules are adhered to; managing budgets; preparing and submitting appropriate invoices and other required documentation; initiating and overseeing successful community outreach (in concert with the board’s outreach provider) and education; and communicating with the LTWDB, its staff and its local grant subrecipient to ensure that program outcomes are achieved.
- c. The last critical element of direct services is business/employer services. While the provider is not expected to be the lead for the LTWDB Business Services/Rapid Response activities, the selected provider is expected to have at least one person to work closely with the Board’s lead staff in supporting the regional needs for employers, communicating that to the educational system and more importantly economic development. Knowledge of the five high demand sectors, developing career pathways and the labor market are critical skills sets.
- d. It will be expected the selected provider will employ and designate sufficient number of qualified staff to meet the needs of the local region. The LTWDB and local grant subrecipient staff will provide technical assistance and training upon contract execution and on an ongoing basis as needed or requested. Contract negotiation will include a transition period for provider staff to be trained on items such as eligibility, policies, processes, documentation, etc. Also, the selected provider will be expected to follow the existing board policies and processes until such time until the provider can develop and submit to the board for approval.

V. **General Procurement Terms and Information**

1. **Procurement Term**

The initial period of contract performance will be January 1, 2018 through June 30, 2019. Funding will be provided on an annual basis however, the period of January 1, 2018 – June 30, 2018 will require a separate budget and a separate budget for July 1, 2018 – June 30, 2019. The LTWDB may choose to renew the contract annually for up to three (3) additional years, based on the availability of funds, contract performance, and the workforce needs of the Lincoln Trail Workforce Development Area. The contract award will either be performance based, cost reimbursement or combination thereof.

The LTWDB reserves the option to use this procurement to add or increase workforce services within the region if additional funding for related workforce services becomes available and it is in the best interest of the region and the LTWDB to do so.

2. **Timeline**

This RFP will be available from the LTWDB from the following two websites: Lincoln Trail Area Development District: [www.ltadd.org](http://www.ltadd.org) and/or KCC-Lincoln Trail: [www.ltcareercenter.org](http://www.ltcareercenter.org).

RFP Release	-	October 4, 2017
Letter of Intent (sent via email)	-	October 11, 2017
Question & Answers	-	October 18, 2017
Proposals Due	-	November 8, 2017
Evaluation of Proposals	-	Nov. 8 - 20, 2017
Board Consideration	-	December 14, 2017
Contract Negotiation & Execution	-	Dec. 15-31, 2017
Contract Implementation	-	January 1, 2018

3. **General Information**

The Coordinator for this solicitation is the sole point of contact at the Lincoln Trail Area Development District. All communications between the bidder and the LTADD must be submitted in writing via email to:

Sherry L. Johnson, Associate Director  
Lincoln Trail Area Development District  
P. O. Box 604  
613 College Street Road  
Elizabethtown, KY 42702-0604  
270.769.2393  
Email address: [sherry@ltadd.org](mailto:sherry@ltadd.org)

Any other communication will be considered unofficial and non-binding on the Lincoln Trail ADD. Communication directed to other parties other than the coordinator may result in automatic disqualification.

4. Issuance of Questions and Answers

Written questions should be submitted to the RFP Coordinator during the scheduled Question and Answer period. Questions must be sent via email. All responses will be issued by email and will be sent individually to each bidder. The Lincoln Trail ADD shall be bound only to written answers to questions.

5. Collaborative Projects/Subcontracting

If you plan to use subcontractors in your proposal, you will be required to submit the name(s) and qualifications to provide some of the services/deliverables for this project. Subcontractors will be held to the same terms and conditions as the contractor in order to meet the statement of work, method of payment and deliverables. Any subcontractor must make available to the contractor and the Lincoln Trail ADD, if requested, copies of personnel records and documentation of employee's compliance with the contract as it is written.

6. Right to Cancel and Negotiate

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

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

7. Conflict of Interest

By submitting a proposal the bidder certifies to his/her knowledge and belief there is no conflict of interest (real or apparent) inherent in the bid or in delivering the scope of work if awarded 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 LTWDB reserves the right to disqualify a bid should a conflict of interest be discovered during the solicitation process.

#### 8. Commitment of Funds

Wendell C. Lawrence, Executive Director of the Lincoln Trail Area Development District is the only individual who may legally commit the LTADD to the expenditure of funds for a contract resulting from the RFP. No cost chargeable to the proposed contract may be incurred before the execution date stipulated in the contract and all required signatures affixed.

#### 9. Fund Availability

The maximum amount of funds available for this project is the period January 1, 2018 – June 30, 2019 is \$700,000. Maximum administrative funds is five (5%) percent of total budget. The amount awarded will not include costs associated with rent, leases, participant training, or business services, as the Lincoln Trail LGS will cover these.

#### 10. Contract, General Terms and Conditions

The successful bidder will be expected to enter into a contract, which contains the same, general terms and conditions as attached in Exhibit B. In no event is a consultant to submit its own standard contract terms and conditions in response to this solicitation. The bidder may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The LTWDB will review requested exceptions and accept/reject the same at their discretion.

#### 11. Submission of Proposals

Bidders are required to submit one unbound original, 10 copies and one electronic copy (email) of the proposal. The original must contain original signatures. The proposal whether mailed or hand delivered, must arrive at the LTADD no later than 12:00 pm (Eastern) on **November 8, 2017**. The proposal is to be sent to the RFP Coordinator at the appropriate address listed above. If mailed, the envelope should clearly be marked to the attention of the RFP Coordinator – Direct Services.

Consultants mailing proposals should allow normal delivery time to ensure timely receipt of the proposals by the Coordinator. Consultants assume the



risk for the method of delivery chosen. The LTADD assumes no responsibility for delays caused by any service.

Late proposals will not be accepted and will be automatically disqualified from further consideration. All proposals and any accompanying documentation become the property of the LTADD and will not be returned.

## 12. Proposal Review and Evaluation Process

NOTE: Please see Exhibit I. The scores will be aggregate with the average score recorded. The review committee may request additional information for clarification and consideration. It is possible the bidder(s) will be asked to make an oral presentation. The proposals will then be ranked based on the review panel's scoring recommendation.

Proposals will be screened for compliance with the federal and state WIOA requirements and compliance with the specifications of this RFP through the following three-phase process:

- a. Phase I - The LTADD staff will initially evaluate each proposal for acceptability, with emphasis placed on completeness and responsiveness to the administrative criteria. The following minimum criteria will be used to determine which proposals continue on to Phase II:
  - All required responsibilities and functions are addressed including organizational capacity and experience in providing workforce development services;
  - Proposers **must** have a minimum of three years of experience within the past five (5) years delivering workforce services specifically designed for adults, dislocated workers or youth.
  - All requested information and documentation has been included and executed;
  - Proposer shall provide description of their customer service experience and evaluations on their efficacy and system dealing with complaints and/or customer concerns.
  - Provide past two (2) years of audited financial history;
  - Provide status of any costs disallowed by any federal and/or state agency for past three (3) years including name of the agency, amount of disallowed costs in dispute, bidder's position on disallowed costs and current status of any review process, dispute process and/or corrective action plan submitted.
  - Provide legal history of bankruptcy, pending criminal/civil lawsuits and litigations.
  - Requisite organizational charts have been submitted.
  - Documentation of registration to conduct business with the Secretary of State in Kentucky or other state.

- DUNS Number is provided;
  - Bidder is not listed on the federal debarred/suspended list; and
  - Proposal is submitted in accordance with the RFP.
- b. Phase II – Proposals that have meet the administrative criteria, as stated above, will then be reviewed and by the Funding Committee and one other board committee. Proposals will be reviewed and ranked based on evaluation criteria outlined later in this document. NOTE: The LTWDB retains the right to request additional information or request oral presentations from bidders. If no response addresses the services and outcomes requested, the committee(s) may recommend no award be made.
- c. Phase III – The recommendations of the Committees in Phase II will be presented to the Full Board at its quarterly meeting on or around December 14, 2017. All contract awards will be considered provisional, pending receipt of any additional documentation regarding qualifications and/or any other areas of concern and the successful completion of contract negotiations.

### 13. Proposal Submission Format

Bidders must adhere to the following sequence. Failure to do so will result in proposals being rejected for review and consideration. Each proposal should include:

- Letter of Submittal (Cover Letter) – One original letter of submittal and the attached Certification and Assurance form (Exhibit A to this RFP must be signed and dated by a person authorized to legally bind the Bidder to a contractual relations, e.g., President, Executive Director, Managing Partner or Proprietor. Along with introductory remarks, the letter is to include by attachment about the bidder, and any proposed subcontractors:
  - Name, address, principal place of business, telephone and fax numbers, email address of legal entity or individual with whom the contract would be written.
  - Name, address and telephone number of each principal officer.
  - Legal status of bidder (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
  - Federal Employment Tax Identification Number (FEIN)
  - DUNS Number.
  - Documentation from Commonwealth of Kentucky Secretary of State that entity is duly registered to conduct business in the Commonwealth.

- Identify any current or former LTADD employees employed by the bidder or on the bidder's governing board as of the date of proposal. Include their position and responsibilities within the bidder's organization. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the bidder may be disqualified from further consideration for the award of the contract.
- Proposal Coversheet
- Executive Summary – Two page limitation on the organization's letterhead: (Does not count against page limitation.)
  - An overview of the organization's qualifications, vision, mission, approach, experience and staffing, including the number of years it has successfully provided workforce related services and organization type (example: non-profit, for-profit, public/government, etc.

Project Narrative Requirements: Maximum 25 pages and all items must be addressed.

### **Organization Experience and Past Performance**

- What is the legal status of your organization?
- Describe the organization, governance structure, length of existence, vision, mission, goals and major programs currently offered. Include organizational chart.
- Include information to demonstrate bidder has a record of success in operating similar workforce programs or projects. Describe experience in provision of services to adults, dislocated workers and out-of-school youth.
- Describe experience with business services.
- Outline all workforce programs operated during last two years, including brief program descriptions, funding sources and performance information.
- Provide at least three references (with current contact information) outside of your organization.
- If organization has not previously provided workforce programs, please outline similar services that have been provided in the last two years.

### **Relationships and Collaboration**

- Describe past success in developing working relationships with partner organizations. Include at a minimum the four required core partners in WIOA.

- 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, business services, Trade Adjustment Assistance services or other activities conducted in coordination with Wagner-Peyser staff.
- Demonstrate experience with oversight of multi-organizational staff.
- Describe how key management staff will work in cooperation with the Lincoln Trail Workforce Development Board, board staff, KCC-Lincoln Trail One Stop Operator and partner staff to ensure coordinate management and integration of KCC staff and services.
- Describe how service delivery staff will work with KCC-Lincoln Trail partner staff to achieve an integrated system where customer service and performance are paramount to success. Explain how organization will leverage resources with other partners that result in innovative service approaches.
- Include letters from key partners you plan to collaborate with. Key partners are defined as community based organizations or WIOA partner programs.
- Describe organizational philosophy on community involvement of service delivery staff with local organizations, agencies, educational institutions, Chambers of Commerce, etc. and participation of staff on boards/committees throughout the region.
- Describe how you will work with the Board's contractor for outreach services to increase program awareness and increase enrollment (in particular out-of-school youth).

### **Technology, Data and Reporting**

- Describe proposed data collection, validation methodology and reporting method as well as how performance goals will be tracked and evaluated on a recurring basis. Assurance should be provided that data will be tracked and reported in accordance with applicable federal, state, and local requirements including utilization of state mandated case management reporting system.
- Describe how participant files will be maintained in accordance with state and local requirements, are maintained in a secure location and data integrity will be maintained.
- Describe the information technology structure that organization utilizes and is it secure?

### **Capacity/Staffing Plan and Organizational Chart**

- Describe plan to ensure staff is well trained and ready to implement workforce services in the Lincoln Trail WDA on January 1, 2018. It is imperative that management and direct services staff must learn the law,

regulations, state policies/processes, local policies/processes, etc. and must ensure there is no lag in services to customers.

- Provide job descriptions of all positions with a summary of required credentials and qualifications, including a description of duties and responsibilities. If applicable, provide a resume(s) for key management staff and description of their duties/responsibilities.
- Describe capacity to quickly adapt and expand service capacity if changes in WIOA occur and/or additional workforce programs are added.
- Include proposed organizational chart(s) that illustrate structure of staff to be used to support programs. Chart should clearly define number of staff planned along with appropriate job titles.
- Organization chart should also display management staff located within and outside of the LTWDA. Identify by name, the key management staff specified in staffing plan if known.

### **Plan of Service – Programs/Program Outcomes**

#### **General**

- Describe your knowledge of the most significant workforce challenges and opportunities the LTWDA will face in the next 2-3 years.
- Describe organization's commitment to an integrated service delivery model in the KCC-Lincoln Trail system. Explain how you will work with the Lincoln Trail WDA staff and local partner staff to continuously improve the integrated system. Describe how you will collaborate with KCC-Lincoln Trail on resolving operational issues and in the development of an integrated menu of services for job-seeking customers and employers.
- Describe how your organization envisions its role and relationship with the local workforce director, the LTWDB and the local elected officials.
- Describe your organization's ability to meet the specific needs 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 (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/or other applicable programs;
  - Adults and Dislocated Workers (including Displaced Homemakers) who meet requirements for WIOA services;
  - Individuals seeking specialized services such as Veterans, former offenders, substance abusers, non-high school/GED graduates,

individuals with multiple barriers to employment (including older individuals, low-income, people with limited English-speaking ability or cultural barriers, and people with disabilities), individuals impacted by foreign trade who may be eligible for Trade Adjustment 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. (See Attachment L)
- Demonstrate your knowledge in serving these populations by providing a description of the differences between WIOA requirements, customer expectations and the needs of adults, dislocated workers and youth. Describe organization's ability to meet the specific needs of each population.
- Describe how services will be delivered at the KCC-Lincoln Trail Career Center Hub and affiliate sites.

#### Business Services

- Describe what strategic approaches you will use to support regional economic development and employers with Human Resources consultation (i.e., high staff needs), self-sufficient wages, job requiring skilled workers (i.e., Registered Apprenticeship), and managing a reduction in force (i.e., layoff aversion strategies and rapid response activities).
- Describe how you will work with the LTWDB Business Services staff to market and implement effective Work-Based Learning opportunities (e.g., internships, work experience, on-the-job (OJT), customized training, incumbent worker training, National Career Readiness Certificate (NCRC) and registered apprenticeships components to employers.
- Describe how you will ensure staff are knowledgeable about various industry sectors critical to the local marketplace and can provide confidence to the employer market as well as inspire and motivate them to use the public workforce system.
- Describe how you will strategically recruit employers consistent with the goals of this RFP, identified high-demand sectors and subsequent local and regional strategic plans under WIOA.
- Describe how you will work with employers to promote and utilize the Focus Suite of services (Currently state mandated system) for their benefit and for jobseekers. (Talent and Career)
- Describe how you will coordinate with key one-stop required partners to avoid the perception of duplication of services and actually promote an integrated system approach.

- Describe how you plan to assist employers with accessing local, state and federal tax credits.
- Describe how customer feedback will be collected and used to make continuous improvements to services.

### Job Seeker Services

- Describe how the availability of services to adults and dislocated workers will be marketed in all communities with the LTWDA. Also, describe how recruitment of these populations will be conducted.
- Describe experience with sector partnerships and sectors that could be explored based on current LT labor market data.
- Describe the eligibility, assessment, case management and counseling services that will be provided to adults and dislocated workers in an integrated system.
- Describe career services, training and follow up services to be provided to these populations under WIOA.
- Describe your understanding of the use of career pathways for adults and dislocated workers.
- 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 LTWDB.
- Describe how you will participate in rapid response activities in the event of a facility closure or dislocation.
- Describe what workshops might be designed to assist job seekers in their quest for self-sustaining employment.
- Describe how you will work with other partner programs on job fairs, etc. and maintain a qualified applicant pool for employers to access.
- Describe how customer feedback will be collected and used to make continuous improvements to services.

### Youth Services

NOTE: Proposals submitted should focus primarily on out-of-school youth, as 75% of all WIOA youth funds **must be expended** on this group. This requirement is a minimum not maximum limit therefore emphasis must be on the out-of-school youth services. In-school youth services are limited to 25% of the total available youth funds. Also, WIOA places a priority on work-based learning by requiring at least

20% of the local funds must be used for work experiences such as summer jobs, pre-apprenticeship training, OJT and internships that have academic and occupational education as a component. Youth activities should support, motivate and prepare youth for continuing educational achievement, successful transition to adulthood, and long-term success in employment. Services should be age appropriate, provide a customized mix of services to address individual needs and goals and lead to attainment of the required youth performance measures.

- Describe how you will focus primarily on out-of-school youth.
- Describe you will work with the LTWDB contractor for outreach services in developing a plan to reach out-of-school youth.
- Describe how you will develop informational sessions for in-school youth regarding the current local labor market, education and training opportunities, community resources, etc. to assist them in making wise career/training choices.
- Describe all services that will be provided in accordance with the fourteen program elements required by WIOA (Exhibit L) either via direct service provision, partnerships with other entities or by referral.
- Describe how you will ensure that WIOA youth services are available throughout the LTWDA.
- Describe how the program design will ensure that no more than 25% of funding will be spent on in-school youth activities while not less than 75% will be spend on out-of-school youth.
- Describe how the program design will ensure at least 20% of youth expenditures are for work experience that has academic and occupational education as a component.
- Describe how you plan to utilize on-the-job (OJTs) training with youth. Describe how you will reach out to employers to utilize OJTs with youth.
- Describe your understanding of how career pathways can be used to enhance youth services and how you will work with employers in the targeted sectors to develop pathways that will serve as a guide for youth to map out their careers in an informed manner.
- Describe the eligibility, objective assessment include 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 development 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 with the region.

- Describe your knowledge of performance requirements for youth program by describing how the program will be managed to meet or exceed each of the applicable performance standards. Description should also focus on activities leading to the attainment of a secondary school diploma or its recognized equivalent, or a recognized post secondary credential. In addition, please provide an assurance that services will also be designed to meet any additional quality standards establish by the KWIB or the LTADD.

**Direct Services Operator Plan Budget** (Forms are provided in Exhibit J)

Present a detailed program budget by line item. In order to clarify the budget request, bidder will prepare a one-page narrative to include those comments. The budget should be presented for the period of time that is noted (January 1, 2018 – June 30, 2018.) and July 1, 2018 – June 30, 2019. The maximum funding estimate excludes funds reserved to pay for training and/or 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.

NOTE 1: Please be aware that the contract issued may be a cost reimbursement, performance based or combination of both. At a minimum, invoices must be accompanied by source documentation in order to receive reimbursement for the costs.

NOTE 2: 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 needs.

Checklist of Required Documents For Submission  
(Include this sheet as first page of packet)

Letter of Submittal	_____
Executive Summary	_____
Proposal Narrative (All items addressed)	_____
Budget and Budget Narrative	_____
Past two years of audited financial history	_____
Past three years of disallowed costs and status	_____
Evidence of Taxes up-to-date	_____
Evidence of acceptable accounting systems in place	_____
Organizational Charts	_____
Job Description(s)	_____
Staff Resumes/Certifications (if applicable)	_____
Conflict of Interest Statement	_____
Organization's Charter or Articles of Incorporation	_____
Certificates of Insurance	_____
Unemployment Insurance	_____
Worker's Compensation	_____
Board Resolution	_____
Letters of Support (if applicable)	_____
Exhibit A – Certification and Assurances	_____
Exhibit B – General Assurances and Certifications	_____
Exhibit C – Debarment Certification	_____
Exhibit D – Non-Collusion Affidavit	_____
Exhibit E – Grievance Procedures	_____
Exhibit F – Financial Certification	_____
Exhibit G – Legal Certification	_____
Exhibit H – High Demand Sectors and Occupations	<u>NA</u>
Exhibit I – Evaluation Criteria	<u>NA</u>
Exhibit J – Budget Forms	_____
Exhibit K – Proposal Coversheet	_____
Exhibit L – Fourteen Youth Program Elements	_____
Exhibit M – Lincoln Trail Performance Measures	<u>NA</u>

## **Exhibit A**

### **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 Lincoln Trail Area Development District 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 Lincoln Trail 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 Lincoln Trail 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 knowingly be disclosed by him/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.

---

Signature of Proposer

---

Consultant/Firm

---

Title

Date

## **Exhibit B**

### **General Assurances and Certifications**

Any agency/firm/consultant awarded federal funds through the Workforce Innovation and Opportunity Act of 2014 (WIOA) must be in compliance with numerous laws and regulations. Most these will be addressed in a contract. The bidder hereby assures and certifies compliance with each of the requirements where applicable.

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

1. The bidder is authorized by its Board of Directors, Trustees, and other legally qualified officer 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 Governing Board, 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.

---

Name and Title of Authorized Representative

---

Signature Date

---

Name of Applicant Organization

**Exhibit C**

**Debarment Certification**

**Certification Regarding Debarment, Suspension, and Other Responsibility Matters**

**Primary Covered Transactions**

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**Applicant Organization**

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**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. Local grant subrecipient) 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 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

**Exhibit D**

**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 Lincoln Trail Workforce Development 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 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.

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

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

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

Notary Public

County of

Commission Expiration Date

## **Exhibit E**

### **Grievance Procedures**

#### **LINCOLN TRAIL WORKFORCE DEVELOPMENT AREA GRIEVANCE PROCEDURE FOR WIOA CUSTOMER/PARTICIPANT/INTERESTED PARTIES**

The Lincoln Trail Workforce Development Area (LTWDA) Grievance Procedures shall apply to alleged violations of the requirements of title I of the Workforce Innovation and Opportunity Act (WIOA). Except for complaints alleging discrimination brought under WIOA section 188 and/or 29 CFR part 37, which should be filed within one hundred eighty (180) days, you shall have within one year of the alleged occurrence(s) of the incident to file a grievance.

#### **GRIEVANCE PROCEDURE:**

The LTWDA grievance procedure for a WIOA customer/participant begins with the service provider/contractor providing the service(s) that resulted in the grievance/complaint. The customer/participant must follow the grievance procedure outlined by the provider's /contractor's policies and procedures and request any decision/resolution in writing. If no resolution is reached within the timeframe specified by the provider's/contractor's policies and procedures the customer/participant should contact the Employment/Training staff of the Lincoln Trail Workforce Development Board (LTWDB) at the Lincoln Trail Area Development District, P. O. Box 604, Elizabethtown, KY 42702-0604.

**This must be done in writing and summarize the alleged grievance/complaint. You must also include a copy of the written decision reached through the provider/contractor's grievance procedures.** An informal decision must be reached or a hearing completed by the LTWDB staff within sixty (60) days of the filing of the grievance/complaint with the LTWDB. (An individual alleging a labor standards violation is allowed to submit the grievance/complaint to a binding arbitration procedure if a collective bargaining agreement covering the parties to the grievance so provides.)

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet - Department for Workforce Investment - Office of Employment and Training, 275 E. Main Street, 2<sup>nd</sup> Floor, Frankfort, KY 40621. Policies required and/or issued by the Office of Employment and Training will govern this process.

LTWDA  
Grievance Procedure  
Page 2

The local grievance/complaint procedure for service providers or other interested parties affected by the Lincoln Trail Workforce Development System begins by notifying the staff of the LTWDB of the grievance/complaint **in writing** at the Lincoln Trail Area Development District, P.O. Box 604, Elizabethtown, KY 42702-0604. The service provider or other interested parties shall include in the written complaint, a summary of the grievance/complaint and any informal steps taken to achieve satisfactory resolution. The staff of the LTWDB will respond in writing to the filing of the grievance/complaint within sixty (60) days with an informal resolution or conduct a hearing that results in a decision.

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet – Department for Workforce Investment- Office of Employment and Training, 275 E. Main Street, 2<sup>nd</sup> Floor, Frankfort, KY 40621. Policies required and/or issued by the Office of Employment and Training will govern this process.

Failure to follow these steps and timeframes may result in your complaint being dismissed.

I have been instructed as to my rights and responsibilities under the WIOA program and do hereby acknowledge my understanding of the same.

---

Customer/Participant/Interested Party Signature

---

Date

---

Signature of Lincoln Trail WDB Staff

---

Title

---

Date

**Exhibit F**

**Financial Certification**

**FINANCIAL CAPABILITY CERTIFICATION**

---

(Please Print Organization Name)

**1. Does the organization have a financial management system capable of tracking and accounting for funds received and disbursed?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

**2. Does the organization have the fiscal capability of providing services pending payment or reimbursement by the Agency?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

**3. Has the organization had findings with disallowed costs from prior monitoring or audit reviews?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No

If no, explain: \_\_\_\_\_

\_\_\_\_\_

**4. Has the organization resolved all findings from all prior audits?**

\_\_\_\_\_ Yes      \_\_\_\_\_ No      \_\_\_\_\_ N/A

Explain the resolution: \_\_\_\_\_  
\_\_\_\_\_

I certify that the above answers are true and represent an accurate picture of this organization's financial capability.

_____	_____	_____
Name and Title of Certifying Official	Signature	Date

**Exhibit G**

**Legal Certification**

**LEGAL CERTIFICATION**

The Lincoln Trail Workforce Development Board has a strong interest in the bidder’s continued ability to deliver/services that meet the most stringent standards of program performance and integrity. The LTWDB required that bidders list and summarize all pending or threatened litigation, administrative or regulatory proceedings, investigations, and/or similar matters that could materially affect the bidder. Bidder must list any major lawsuits and litigations that result in fines or penalties in excess of \$100,000 USD as a result of awards or settlements with the U.S Department of Labor or any State Employment/Workforce Agencies.

As a part of this disclosure requirement, bidders must state whether they or any owners of at least five (5%) percent interest in the bidding company, officers, trustees, board members, subcontractors, agents, or partners have ever been convicted of a felony, or a misdemeanor or any civil or criminal offenses excluding driving offenses. Failure to disclose such matters may result in rejection of the proposal or in termination of an award or contract.

I certify that the above answers are true and represent an accurate picture of this organization’s financial capability.

_____	_____	_____
Name and Title of Certifying Official	Signature	Date

SUMMARY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ADD ADDITIONAL PAGES IF NECESSARY

# Exhibit H

## Kentucky and Central Region High-Demand Industry Sectors and Top Occupations

KENTUCKY High-Demand Industry Sectors and Top Occupations					
	Business & IT Services	Construction	Healthcare	Advanced Manufacturing	Transportation & Logistics
	This sector comprises professional and financial services, information technology, wholesale trade, and scientific and technical occupations.	This sector comprises occupations primarily engaged in the construction and maintenance of buildings.	This sector comprises both health care services and social assistance.	This sector comprises occupations in the mechanical, physical or chemical transformation of materials, substances or components into new products.	This sector comprises occupations in industries providing movement of passengers or cargo, warehousing and storage, and those that plan, direct or coordinate the distribution activities of products.
T O P O C C U P A T I O N S	Accountants and Auditors	Construction Laborers	Registered Nurses	Manufacturing Operator/Technician	Laborers, Packers, Movers
	Managers, All Other	Carpenters	Personal Care Aides	Machine Maintenance Specialist	Heavy and Tractor-Trailer Truck Drivers
	Management Analysts	Electricians	Nursing Assistants	Machinist	Light Truck or Delivery Services Drivers
	Lawyers	Painters, Construction and Maintenance	Childcare Workers	Engineers - Process/Manufacturing	Industrial Truck and Tractor Operators
	Software Developers, Applications	Plumbers, Pipefitters, and Steamfitters	Medical Assistants	Machine Tool Operator	Stock, Shipping, and Receiving Clerks
	Computer Systems Analysts	Supervisors of Construction and Extraction Workers	Licensed Practical and Licensed Vocational Nurses	Inspectors, Testers, Sorters, Samplers, and Weighers	First-Line Supervisors
	General and Operations Managers	Construction Managers	Healthcare Managers	Welders	Postal Service Mail Carriers
	General Office Clerks	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Social Workers	First-Line Supervisors of Production and Operating Workers	Captains, Mates, and Pilots of Water Vessels
	Civil Engineers	Operating Engineers and Other Construction Equipment Operators	Medical Secretaries	Manufacturing Managers	Cargo and Freight Agents
	Customer Service Representatives	General and Operations Managers	Physicians and Surgeons, All Other	Engineers - Design	Bus Drivers
	Software Developers, Systems Software	Electrical Power-Line Installers and Repairers	Physical Therapists	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific	Dispatchers, Except Police, Fire, and Ambulance
	Sales Representatives	Cost Estimators	Dental Assistants	Food Batchmakers	General and Operations Managers
	Paralegals and Legal Assistants	Roofers	Social and Human Service Assistants	Production, Planning, and Expediting Clerks	Bus and Truck Mechanics and Diesel Engine
	Computer User Support Specialists	Cement Masons and Concrete Finishers	Emergency Medical Technicians and Paramedics	Purchasing Agents, Except Wholesale, Retail, and Farm Products	Sailors and Marine Oilers
	Market Research Analysts and Marketing Specialists	Heavy and Tractor-Trailer Truck Drivers	First-Line Supervisors of Office and Administrative Support Workers	Shipping, Receiving, and Traffic Clerks	Maintenance and Repair Workers, General
	Mechanical Engineers	Welders, Cutters, Solderers, and Brazers	Nurse Practitioners	Heavy and Tractor-Trailer Truck Drivers	Aircraft Mechanics and Service Technicians
	Veterinary Technologists and Technicians	Sheet Metal Workers	Medical Records and Health Information Technicians	Slaughtering and Meat Packers	Machine Feeders and Offbearers
	Tax Preparers	Telecommunications Line Installers and Repairers	Mental Health Counselors	Extruding and Drawing Machine Setters, Operators, and Tenders, Metal and Plastic	Transportation, Storage, and Distribution Managers
	Computer and Information Systems Managers	Brickmasons and Blockmasons	Medical and Clinical Laboratory Technologists	Meat, Poultry, and Fish Cutters and Trimmers	Airline Pilots, Copilots, and Flight Engineers
	Photographers	First-Line Supervisors of Mechanics, Installers, and Repairers	Family and General Practitioners	Metal-Refining Furnace Operators and Tenders	Reservation and Transportation Ticket Agents and Travel Clerks
*Top 20 Occupations based on the Forecasted Number of Growth and Replacement Job Openings over the next 5 years. Occupations not industry specific were removed.					
<b>Support Sectors</b>					
	Retail Trade	Educational Services	Public Administration	Government	Accommodation and Food Services
	Agriculture (West Region)	Entrepreneurship	Media and Visual Arts (West Region)	Energy	

CENTRAL Region High-Demand Industry Sectors and Top Occupations					
	Business & IT Services	Construction	Healthcare	Advanced Manufacturing	Transportation & Logistics
	This sector comprises professional and financial services, information technology, wholesale trade, and scientific and technical occupations.	This sector comprises occupations primarily engaged in the construction and maintenance of buildings.	This sector comprises both health care services and social assistance.	This sector comprises occupations in the mechanical, physical or chemical transformation of materials, substances or components into new products.	This sector comprises occupations in industries providing movement of passengers or cargo, warehousing and storage, and those that plan, direct or coordinate the distribution activities of products.
T O P O C C U P A T I O N S	Accountants and Auditors	Construction Laborers	Registered Nurses	Manufacturing Operator/Technician	Laborers, Packers, Movers
	Managers, All Other	Electricians	Personal Care Aides	Machine Maintenance Specialist	Heavy and Tractor-Trailer Truck Drivers
	Lawyers	Carpenters	Nursing Assistants	Machinist	Light Truck or Delivery Services Drivers
	Management Analysts	Plumbers, Pipefitters, and Steamfitters	Childcare Workers	Engineers - Process/Manufacturing	First-Line Supervisors
	Software Developers, Applications	Painters, Construction and Maintenance	Medical Assistants	Machine Tool Operator	Industrial Truck and Tractor Operators
	Computer Systems Analysts	Supervisors of Construction and Extraction Workers	Licensed Practical and Licensed Vocational Nurses	Welders	Stock, Shipping, and Receiving Clerks
	General and Operations Managers	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	Healthcare Managers	Inspectors, Testers, Sorters, Samplers, and Weighers	Postal Service Mail Carriers
	General Office Clerks	Construction Managers	Medical Secretaries	First-Line Supervisors of Production and Operating Workers	Cargo and Freight Agents
	Civil Engineers	Operating Engineers and Other Construction Equipment Operators	Social Workers	Engineers - Design	Bus Drivers
	Customer Service Representatives	General and Operations Managers	Physicians and Surgeons, All Other	Manufacturing Managers	Dispatchers, Except Police, Fire, and Ambulance
	Software Developers, Systems Software	Cost Estimators	Physical Therapists	Sales Representatives, Wholesale and Manufacturing, Except Technical and Scientific Products	General and Operations Managers
	Sales Representatives, Services, All Other	Roofers	Dental Assistants	Production, Planning, and Expediting Clerks	Aircraft Mechanics and Service Technicians
	Paralegals and Legal Assistants	Electrical Power-Line Installers and Repairers	Social and Human Service Assistants	Food Batchmakers	Machine Feeders and Offbearers
	Computer User Support Specialists	Cement Masons and Concrete Finishers	First-Line Supervisors of Office and Administrative Support Workers	Heavy and Tractor-Trailer Truck Drivers	Airline Pilots, Copilots, and Flight Engineers
	Market Research Analysts and Marketing Specialists	Sheet Metal Workers	Nurse Practitioners	Architectural and Engineering Managers	Bus and Truck Mechanics and Diesel Engine Specialists
	Veterinary Technologists and Technicians	Heavy and Tractor-Trailer Truck Drivers	Dental Hygienists	Chemical Plant and System Operators	Maintenance and Repair Workers, General
	Mechanical Engineers	Telecommunications Line Installers and Repairers	Medical Records and Health Information Technicians	Electricians	Sales Representatives, Services, All Other
	Tax Preparers	Welders, Cutters, Solderers, and Brazers	Medical and Clinical Laboratory Technologists	Industrial Engineering Technicians	Transportation, Storage, and Distribution Managers
	Computer and Information Systems Managers	Brickmasons and Blockmasons	Medical and Clinical Laboratory Technicians		Flight Attendants
	Secretaries and Administrative Assistants, Except Legal, Medical, and Executive	Insulation Workers, Mechanical	Family and General Practitioners		Reservation and Transportation Ticket Agents and Travel Clerks
*Top 20 Occupations based on the Forecasted Number of Growth and Replacement Job Openings over the next 5 years. Occupations not industry specific were removed.					
<b>Support Sectors</b>					
	Retail Trade	Educational Services	Public Administration	Government	Accommodation and Food Services
	Energy	Entrepreneurship			



## Exhibit I – Evaluation Criteria

Evaluation Scoring	Possible Points
<p><b>A. Organization Background, Qualifications, Performance History</b> Organizational stability and demonstrated experience– whether Bidder adequately addressed all the response items and appears to be a solid organization and extent Bidder demonstrated evidence of ability to perform the functions described in its project plan. Provided clear and relevant mission/vision. Is registered with the Kentucky Secretary of State. If utilizing subcontractors, a clear line of duties and responsibilities is defined. Submitted record of past performance with WIOA (or similar program).</p>	15
<p><b>B. Plan of Service – Programs/Program Outcomes</b> Score is based on adequacy of response to all items in the instructions, strength of approach and processes in streamlining operations, eliminating overlap and duplication of services and continuous improvement of the KCC system. An understanding of the commitment to an integrated service delivery model that embraces the team-based case management approach and an understanding of the importance of employer relations and business services. Provided a proposed program design model. Proposed outcomes are relevant to the mission and objectives of KCC-Lincoln Trail partner programs.</p>	30
<p><b>C. Capacity/Staffing Plan and Organizational Chart</b> Qualifications and Staffing – completeness of response to the items in the instructions, quality of response, strength of experience, and demonstrated achievements/results. Demonstrated capacity to adapt and expand in cases of future service changes and growth. Provided a functional or proposed organizational chart deemed satisfactory to meet KCC needs.</p>	10
<p><b>D. Partnerships and Community Coordination</b> Score is based on understanding and commitment to an integrated service delivery and team-based case management model in the KCC system and showing an effective working relationship with the LTWDB, partner organizations, businesses, and the community. Ability to leverage resources with other partners resulting in innovative service approaches will be considered. Demonstrated a plan for partner integration. Described strategies for outreach and enrollment. Provided how the organization will measure customer satisfaction. Organizational philosophy on community involvement participation by service delivery staff with local organizations.</p>	20
<p><b>E. Financial Management and Budget</b> Score is based on reasonableness of pricing consistent with the plan of service proposed and the financial qualifications of Bidder. Budget and budget narrative included. Bidder has financial and administrative experience in managing multiple federal, state, and/or private funding sources. Bidder provided documents establishing financial history. Bidder is up-to-date on taxes (income, annual state and federal, payroll tax, etc.) Provided evidence that acceptable accounting systems are in place.</p>	15
<p><b>F. Technology, Data and Reporting</b> Score is based on Bidder’s proposed data collection and validation methodology and reporting method(s). Described how performance goals will be tracked and evaluated and demonstrated an ability to ensure and maintain data integrity. Assurances that participant files will be maintained in accordance with federal, state and local requirements are maintained in secure location and data integrity is maintained.</p>	10
<b>TOTAL</b>	<b>100</b>

Exhibit J - Detailed Budget & Budget Narrative

**Lincoln Trail Workforce Development Board**  
**Direct Services Provider**  
**Detailed Budget**  
*January 1, 2018 - June 30, 2019*

**Salaries**

Position	Number Positions	Salary/ Hourly	Months/ Weeks	%WIOA	Total
_____	_____	X _____	X _____	X _____	= _____
_____	_____	X _____	X _____	X _____	= _____
_____	_____	X _____	X _____	X _____	= _____
_____	_____	X _____	X _____	X _____	= _____
_____	_____	X _____	X _____	X _____	= _____
					<b>Staff Salaries Subtotal</b>
					_____

**Fringe Benefits**

	%WIOA	Total
FICA	X _____	= _____
Medicare	X _____	= _____
Federal Unemployment	X _____	= _____
State Unemployment	X _____	= _____
Medical Benefits/Health Insurance	X _____	= _____
Workers' Compensation	X _____	= _____
Retirement/Pension	X _____	= _____
Other (please specify)	X _____	= _____
	X _____	= _____
	X _____	= _____
		<b>Fringe Benefits Subtotal</b>
		_____

**Staff Travel Costs**

	<b>Total Miles</b>	<b>Rate Per Mile</b>	
<b>Mileage</b>	_____	X <u>\$0.40</u>	= _____

\*Travel will be reimbursed based on the State of Kentucky travel guidelines.

	<b>Type</b>	<b>Cost</b>	
<b>Other Costs*</b>	_____	_____	= _____
(Training, Conferences, Staff Development, etc.)			
		<b>Staff Travel Subtotal</b>	_____

\*Training, Conferences and Staff Development - details, along with explanation of the need and benefit must be submitted to the WDB Director prior to such training, conferences and staff development.

**Materials/Supplies/Equipment**

<b>Item</b>	<b>Total</b>
_____	= _____
_____	= _____
_____	= _____
_____	= _____
_____	= _____
_____	= _____
	<b>Materials/Supplies/Equipment Subtotal</b>
	_____

**INDIRECT COSTS**

	<b>% Rate</b>		<b>TOTAL</b>
Indirect Costs	_____	X _____	= _____
		<b>Indirect Costs Subtotal</b>	_____

\*Include Cost Allocation Plan or Summary explaining Indirect Rate.

**D. OTHER COSTS**

Other Costs	
_____	= _____
_____	= _____
_____	= _____
_____	= _____
_____	= _____
_____	= _____
_____	= _____
	<b>Other Costs Subtotal</b> _____
<b>TOTAL REQUESTED AMOUNT</b>	_____

**Restrictions on amounts requested:** total funds requested shall not exceed \$700,000. All funding is contingent on the availability of federal funding, authorization of program activities and federal and state legislative actions. ***The maximum funding estimate excludes funds reserved to pay for training and supportive services. The costs of these services are not included in the budget proposal since they are managed and disbursed by the WDB.***

This Budget is a projection of specific needs and will be used to assist in negotiations and development of a line item budget for an approved contract.

The Budget will be negotiated annually based on satisfactory performance evaluations determined by the WDB and funding availability.

## BUDGET NARRATIVE

**In addition to the completion of the Detailed Budget supporting each line item, please address each of the following in the below format. Be very specific.**

1. Indicate how often staff will be paid.
2. If the position(s) is part-time and not fully funded 100% by WIOA, indicate what other job duties will be assigned.
3. Identify the individual(s) responsible for the maintenance and management of financial records.
4. Describe how shared/indirect costs are determined, if applicable.
5. List in-kind services to be provided by the entity for the proposed service, if applicable.
6. For audit purposes, specify the total amount of federal funding received by the bidding entity.
7. Provide calculations for each line item (if applicable).

**Exhibit K- Proposal Cover Sheet**

**PROPOSAL COVER SHEET**

Organization	
Contact Person	
Address	
Mailing Address (if different)	
Type of Organization	(i.e., Public, Private, for-profit, not-for profit)
Type of Legal Entity	(i.e., Corporation, Sole Proprietorship, Partnership, Other [Describe]):
Federal ID#	
DUNS #	
Type of Project	<b>WIOA Direct Services Provider</b>
Dollar Amount Proposed *Not to Exceed \$700,000	

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	
------	--

**Exhibit L – 14 WIOA Youth Service Elements Delivery Plan**

<b>No.</b>	<b>Required Youth Service Elements</b>	<b>Bidder will provide service directly (Y/N)</b>	<b>Bidder's partner will provide service (Identify agency/ organization name)</b>	<b>Formal partnership agreement in place? (Y/N)</b>
1.	Tutoring, study skills training, and evidence based dropout prevention strategies that lead to completion of a secondary school diploma or its recognized equivalent or for a recognized postsecondary credential;			
2.	Alternative secondary school offerings;			
3.	Paid and unpaid work experiences, that have academic and occupational education as a component of the work experience, which may include a. summer employment opportunities and other employment opportunities throughout the school year; b. pre-apprenticeship programs; c. internships and job shadowing; and d. on the job training opportunities;			
4.	Occupational skill training, which includes priority consideration for training programs that lead to recognized postsecondary credentials that are aligned with in demand industry sectors or occupations;			
5.	Education offered concurrently with and in the same context as workforce preparation activities and training for specific occupation or occupational cluster;			
6.	Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive social and civic behaviors;			
7.	Supportive services;			
8.	Adult mentoring for a duration of at least twelve (12) months, that may occur both			

	during and after program participation;			
<b>9.</b>	Follow-up services for a minimum 12-month period after the completion of the program;			
<b>10.</b>	Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling, as appropriate to the needs of the individual youth;			
<b>11.</b>	Financial literacy education;			
<b>12.</b>	Entrepreneurial skills training;			
<b>13.</b>	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			
<b>14.</b>	Activities that help youth prepare for and transition to post-secondary education and training.			



Exhibit M

Lincoln Trail Workforce Development Area  
Performance Measures PY 16 and PY 17

<b>Adult Program</b>	<b>PY 16</b>	<b>PY 17</b>
Employment Rate 2 <sup>nd</sup> Quarter After Exit	64.0	67.0
Employment Rate 4 <sup>th</sup> Quarter After Exit	68.9	71.5
Median Earnings 2 <sup>nd</sup> Quarter After Exit	5000	5700
Credential Attainment within 4 Quarters After Exit	50.0	55.0
<b>Dislocated Worker Program</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	72.0	75.0
Employment Rate 4 <sup>th</sup> Quarter After Exit	74.0	77.0
Median Earnings 2 <sup>nd</sup> Quarter After Exit	6600	7100
Credential Attainment within 4 Quarters After Exit	55.9	58.9
<b>Youth</b>		
Employment Rate 2 <sup>nd</sup> Quarter After Exit	66.0	71.0
Employment Rate 4 <sup>th</sup> Quarter After Exit	69.0	72.0
Credential Attainment within 4 Quarters After Exit	68.0	71.0

## References

Workforce Innovation and Opportunity Act of 2014 (WIOA):  
<http://www.doleta.gov/WIOA/docs/BILLS-113hr803enr.pdf>

WIOA Final Rules: [https://doleta.gov/wioa/Final\\_Rules\\_Resources.cfm](https://doleta.gov/wioa/Final_Rules_Resources.cfm)

Training and Employment Guidance Letter (TEGL) 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 (TEGL) 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>

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 – Lincoln Trail and Lincoln Trail Workforce Development Board:  
[www.ltcareercenter.org](http://www.ltcareercenter.org)

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 job seeker): <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 U.S.

Department of Labor specific requirement at 2 CFR part 2900:  
<http://www.edfr.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.