

WEST KENTUCKY WORKFORCE BOARD
WEST KENTUCKY WORKFORCE DEVELOPMENT AREA

**REQUEST FOR PROPOSAL
DIRECT SERVICES**

WORKFORCE INNOVATION & OPPORTUNITY ACT
JULY 1, 2026 – JUNE 30, 2030

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

Issue Date: Request for Proposal Issued March 18, 2026

Contracted Service Period: July 1, 2026 – June 30, 2030

Required Bidder's Conference: (virtual meeting) March 23, 2026, at 1:30 p.m. (CDT)

Deadline for submission of written questions: April 2, 2026, at 4:30 p.m. (CDT)

Response Deadline: April 10, 2026, at 2:00 p.m. (CDT)

Successful bidder notified: Approximately May 2026

**West Kentucky
Workforce**

300 Hammond Drive,
Hopkinsville, KY 42240

**REQUEST FOR PROPOSAL FOR
WEST KENTUCKY WORKFORCE BOARD
WIOA DIRECT SERVICES
WORKFORCE INNOVATION & OPPORTUNITY ACT**

Date Issued	March 18, 2026
Bidder's Conference	<u>Required action.</u> A pre-proposal bidder's conference to provide technical assistance will be a virtual meeting on Monday, March 23, 2026 at 01:30 p.m. (CDT). Participation is required.
Due Date	<u>Proposals must be RECEIVED</u> no later than Friday, April 10, 2026 at 2:00 p.m. (CDT). Deliver proposals ONLY to the assigned drop box. An email with the link for the drop box will be sent to you after the Bidders Conference.
Scope of Services	The successful bidder will provide direct WIOA Direct Services to individuals within the 17 counties of the WKWB. The WKWB will direct the identified provider in their contracted Scope of Work for services.
Award Period	July 1, 2026 – June 30, 2030.
Funds Available	Projected funds available for FY '27 are approximately \$700,000.00
Eligible Bidders	Any public entity, private for-profit or non-profit entity that is eligible to operate within the seventeen county (17) West Kentucky Workforce Development Area is eligible.
Limitations	This RFP does not commit the WKWB to award a contract, or to pay any costs incurred in the preparation of a proposal to this request. This RFP may be modified with the approval of the West Kentucky Workforce Board.
Questions	Deadline for submission of written questions is Thursday, April 2, 2026 at 4:30 p.m. (CDT). Q & A will be shared with qualified bidders who attended the required Bidder's Conference. Questions should be submitted electronically to sheila.clark@ky.gov . All questions should note "QUESTIONS" in the subject line. All questions will be answered by e-mail.

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Section I – Introduction

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

The WKWB will interact with the contractor by providing leadership, guidance, professional development technical assistance, monitoring and other activities to ensure the contractor faithfully executes the strategies and policy of the West Kentucky Workforce Board and its identified scope of work.

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

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

The WKWB current WIOA Direct Services are provided by the Purchase Area Development District, Mayfield, KY. The current comprehensive centers are Hopkinsville and Paducah; and the current access points are: Purchase Area Development District-Madisonville, Muhlenberg Career Center-Central City, JobNet-Madisonville and Transition Assistance Program-Fort Campbell.

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

Section II - Role of the WIOA Direct Services Provider

The WIOA Direct Services Provider will deliver direct workforce services (Adult, Dislocated Worker, Youth, Rapid Response and assist with Business Services) to job-seeking customers and employer/business customers primarily through the comprehensive career centers or other service outlets throughout the region. Grant funds may be received through multiple federal, state, local and private funding opportunities.

The WIOA Direct Services Provider role shall be the following at a minimum:

- Collaborate with the Kentucky Career Center (KCC) partners to bring integrated services to the KCC. Provide leadership and coordination for the integration of partner services into the KCC system.
- Improve customer access to the KCC partner services and strive to streamline services and minimize duplication.
- 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.
- Provide direct eligibility, referrals, and services for customers utilizing the centers based on the requirements of WIOA and any other funding sources available.
- Collaborate with other pertinent organizations in the community to meet the needs of customers.
- Work with the Board to implement workforce development system initiatives and specific grant activities.
- Meet or exceed all WIOA performance measures included in WIOA and its regulations. Under WIOA, these performance measures are more important than ever as they not only inform Congress and federal agencies, but they are factored into initial certification and re-certification of the local areas and one-stop designation.
- Collect and analyze appropriate data for quality assurance, continuous improvement and reporting purposes. Facilitate sharing of data.
- Implement processes and schedules for reviewing and analyzing performance data internally and with Board staff and partners, identifying areas to target for improvement, planning changes to improve performance, implementing changes and monitoring the results.
- Coordinate staff services and expertise with all on-site multi-partner agencies in program utilization, outcomes, customer satisfaction and cost effectiveness.
- Be prepared to modify staffing/organization to provide additional services from WIOA or non-WIOA sources. This may include staffing numbers, method of delivery and numbers served.
- Utilize the most current and performance focused method of career assistance coaching/case management in their day-to-day activity.

The WIOA Direct Services Provider cannot establish practices that create disincentives to providing services to individuals with barriers to employment who may require longer-term services, such as intensive employment, training and education services.

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

Section III – Scope of Work

The successful bidder will serve as the WIOA Direct Services Provider for the West Kentucky Workforce Board. The successful bidder will enter into a contract agreement with the West Kentucky Workforce Board and the Pennyriple Area Development District as the area's fiscal agent, highlighting the scope of work as listed under Section II.

Transition

The PeADD carries out the subrecipient/fiscal agent functions in the West Kentucky Workforce Development Area and the PuADD carries out the WIOA Direct Services Provider and performs the Direct Services Provider functions. The Pennyriple Area Development District will not be allowed to bid for performance of WIOA Direct Services due to Kentucky Education and Labor Cabinet State Policy 17-001.

In the event that the existing entity does not bid, and/or does not win the bid, the following transition will occur: The WKWB, Pennyriple Area Development District and Purchase Area Development District will work with the winning bidder to transition the systems, processes and procedures established in the Area to successfully carry out the WIOA Direct Services functions.

The WKWB will establish a plan with reasonable staff time to successfully transition the functions from the incumbent to the new WIOA Direct Services Provider. This plan will include a timeline for all the agencies involved.

The selected bidder will be required to participate in transition training for a new local WIOA Direct Service Provider including staff training and qualifications on the Commonwealth data system(s) for WIOA services tracking.

A. Scope of Work

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

1. Deliverables

The WIOA Direct Services Provider shall be responsible for the prompt and professional performance of LWDB support functions. The successful bidder must participate in LWDB meetings, Direct Service Provider and One-Stop Operator meetings and other local meetings as the LWDB deems appropriate. Submission of monthly, quarterly and/or annual reports as requested or required. The successful bidder must cooperate with the LWDB and the CLEOs in achieving the

goals and objectives of the West Kentucky Workforce Development Area. The WIOA Direct Services Provider shall provide professional leadership and knowledgeable management for their overall operation including staffing, organizing, financial management and personnel direction.

The successful bidder will negotiate a detailed scope of work and annual budget regarding their expected overall operation under the contract with the WKWB. (Refer to Section II Role of the WIOA Direct Services Provider for specific work tasks)

2. Performance/Outcomes

Services under WIOA must be designed to achieve certain outcomes. Without these outcomes, the WKWB cannot meet performance standards established by the State of Kentucky and the U.S. Department of Labor.

New rates will be negotiated for each program year to begin July 1. Once the negotiation takes place, the provider will be updated on any changes. Therefore, the WIOA Direct Services Provider should seek to exceed all the following measurements for each participant:

3. Current Career Center Locations

Below are the current site locations.

Comprehensive Sites

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

Access Point Sites

- JobNet Career Center
Madisonville, KY
- Career Advancement Center
Central City, KY
- Purchase Area Development District
Mayfield, KY
- Transition Assistance Program
Fort Campbell, KY

NOTE: "Career Center" and "One-Stop" are used interchangeably.

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

IV. PROPOSAL CONTENT

A. Bidder's, Demonstrated Experience– 35 Points

Describe the bidder's background including the following points:

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

B. Project Approach/Scope of Work & Outcomes – 50 Points

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

1. Provide a statement of the approach in the scope of work, why this was chosen and its anticipated benefits
2. A current overall organizational chart that shows workforce related staffing/agency information on the overall workforce organization. If a current position(s) is vacant,

describe the qualifications that will be sought to fill the position and timetable for hiring. Show line of supervision.

3. Provide brief bios or full resume of individual(s) who will be providing the WIOA Direct Services and their location, if identified. It is expected that the WIOA Direct Services Provider provide full time services at the two comprehensive career centers: Paducah Career Center and Hopkinsville Career Center plus other unidentified sites may need coverage in the area due to local activities or needs.

C. Staffing and Organization – 35 Points

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

1. Deliverables under WIOA Direct Services Provider. See Section II.
2. Current Career Center Locations and Service Support
3. Transition to Provider from current operations.
4. Identify functions that may or will be subcontracted and if the subcontractor has been identified provide the background, qualifications and staffing information for the subcontractor similar to what is required above by the contractor. If a subcontractor is not identified yet, describe the qualifications that will be sought to fill the function.
5. We encourage the awarded provider to interview any currently employed staff who may be at jeopardy of a job loss after the award of this contract in order to utilize their knowledge and experience in a job with the awarded contractor.

D. Community Partnership/Collaboration – 25 Points

Indicate the leadership capabilities and community collaboration of the entity within the local workforce development area.

1. Experience in specific Board and Committee Support functions.
2. Experience in collaboration with other community based programs; the connection with those programs.
3. Experience and knowledge with other state agencies and their local branches.
4. Number of years' experience and knowledge working in the employment and training field, or a related area with collaboration. Include years of involvement with local agencies.
5. Leadership experience in working with local workforce partners in the area.

E. Cost, Budget, and Fiscal Accountability – 40 Points

This funding can vary significantly based on federal allocations to the states and state allocations to the regions. In addition, other grants and awards to the region from Kentucky Education and Labor Cabinet, and the U.S. Department of Labor, and other public and private entities can further change the amount of funding that falls under the responsibility of the local grant subrecipient/fiscal agent. Private funding may also be sought.

The cost section of the proposal shall provide a detailed budget and a detailed budget narrative for delivery of the required scope of work including personnel, travel, staff development and

operating expenses, etc. The budget shall address the earlier identified funding sources and their utilization to meet the required scope of work. See line-item budget format. Invoices are processed monthly to the fiscal agent.

The lowest bidder will not automatically be considered for the award. The overall proposal will be reviewed and the budget detailed will be considered as a part of the whole.

Describe the bidder's background and provide the following:

1. Provide one (1) copy of the two (2) most recent audit reports.
2. Provide one (1) copy of the conflict-of-interest policy or ethics policy held by the agency.
3. Indicate if any agency staff member has been charged or convicted of any wrongdoing regarding use of funds or conflict of interest.

The proposed original budget period should include July 1, 2026 – June 30, 2027. Cost negotiations of the contract amount will occur with each succeeding year of the contract extension.

F. Reporting – 15 Points

Include any references to data collection or performance methodology performed by your agency. Describe how data/performance will be safe guarded. Describe how files can be replicated or copied in the event of a disaster. Often there is a need for special tracking or small group data –please describe how your agency can provide for this need. Describe your agency's approach to staff training on data entry.

Section V – Proposal Instructions and Information

A. Contracting Period

The initial contracting period for the provided Scope of Work will be July 1, 2026 – June 30, 2030. Cost negotiations of the contract amount will occur with each succeeding year of the contract period.

B. Proposal Submission & Deadline

The deadline for receipt of proposals is April 10, 2026 at 2:00 p.m. CDT. Proposals must be officially received by this deadline to be reviewed and considered. Deliver proposals **ONLY** to the identified drop box. An email with the link for the drop box will be sent to you after the Bidders Conference. A receipt will be furnished once the proposal is received.

C. Procurement Timeline

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

Required Bidders Conference:	March 23, 2026 at 1:30 p.m. CDT Virtual meeting. An email with the link for the drop box will be sent to you after the Bidders Conference.
Deadline for Submission of Questions:	April 2, 2026 at 4:30 p.m. CDT

Responses to Questions from Bidders:	Any questions from bidders will be answered to all parties.
Proposal Due Date	April 10, 2026 at 2:00 p.m. CDT
Bidders Oral Presentations (if requested)	To Be Determined
Successful Bidder Selected and Notified:	Approximately May, 2026
Contract Start Date:	July 1, 2026

D. Proposal Requirements

1. **Format:** Proposals must be typed, suggested single-spaced, and must be submitted on 8 ½ by 11-inch plain white paper. Font size no smaller than 11 point, approximately 1 inch side margins. Each page of the proposal should be numbered as “page __ of __”, with the name of the bidder on each page. There is a suggested submission order in the instructions.
2. **Page Limit:** The proposal narrative must be no more than thirty-five pages (35) pages. This page limitation does not include the specified required attachments stated in the proposal or the accompanying audit report.
3. **Number of copies:** No additional copies are required under the process. There is one electronic copy to be submitted.
4. **Responsiveness:** Bidders that fail to follow the requirements set forth in this document regarding page limits, number of copies may be considered non-responsive. The WKWB reserves the right to reject any or all proposals at their sole discretion. Proposals should be concise and avoid unnecessary detail.
5. **Budget Information:** The cost section of the proposal shall address cost under a specifically identified section of the narrative that shall include a detailed line item budget and a supporting detailed narrative. This is a cost reimbursement contract. All proposed costs of the direct services provider must be reasonable, necessary and allocable. The line-item budget must follow the supplied format (see Appendix G).

The original budget period should include July 1, 2026 – June 30, 2027.
6. **Proposal Contact Information:** Bidders will be required to provide contact information for the individual who can respond to questions regarding the proposal. The contact person should be the individual who is knowledgeable of the proposal and who is authorized to provide information on behalf of the bidder. If necessary, this contact may be asked to clarify points in the proposal.

E. Qualifications and Minimum Standards for Bidders

1. **Eligible Bidders:**
Types of entities that may be a direct service provider include:
 - a. An institution of higher education
 - b. A State Employment Service agency established under the Wagner-Peyser Act
 - c. A community-based organization, non-profit organization, or workforce intermediary
 - d. A private for-profit entity
 - e. A government agency

- f. A local Board, with approval of the chief elected official and the Governor
- g. Another interested organization or entity capable of carrying out the duties of Direct Services Provider

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

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

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

Bidders who intend to use established subcontractor(s) to provide services must include original letters from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract along with a copy of all documentation required in

this RFP to substantiate the proposed subcontractor's qualifications. The WKWB must approve any subcontract arrangements.

7. **Requirements:** Proposals must meet the following requirements. Any proposal not meeting these requirements may be considered non-responsive.

- Date/Time of Submission
- Page limitations – 35 (not counting required attachments)
- Executive Summary (not to exceed 2 pages)
- Required copies: One electronic copy
- Prior Audit Submission- 2 years
- Regional Attachment certification and copies

F. Conflict of Interest

The proposal applicant **must include a statement** on conflict of interest that discloses any potential conflict of interest that could arise from its relationship with other providers, partners, or WKWB Board members or staff. Conflict of interest shall be avoided by all proposers in compliance with 20.CFR 627.420(c) for all issues regarding this RFP. No employee or Board member of a proposer shall cast a vote on, nor participate in any decision-making capacity on the provision of services by such employee or Board member of a proposer, or any organization that the employee or Board member of a proposer directly represents. No employee or Board member of a proposer shall vote on, nor participate in any decision-making capacity on any matter that would provide direct financial benefit to that employee or Board member of a proposer. This also applies to any organization that employees a Board member of a proposer or to any organization which that employee directly represents. The West Kentucky Workforce Board will reject proposals of those proposers who violate this condition.

G. Proposal Evaluation

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

1. Minimum standards:

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

2. Evaluation process:

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

A Review Panel selected jointly by the local Workforce Board and the CLEOs will independently evaluate each submitted proposal that is determined to meet the minimum submission requirements. The individuals on the Review Panel will score each proposal. The scores will be aggregated with the average score recorded per proposal. The West Kentucky Workforce Board will then rank the proposals based on the Review Panel's

recommendation and average score. The Review Panel may request additional information for clarification and consideration during their review process.

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

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

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

3. Evaluation Criteria:

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

West Kentucky Workforce Board Evaluation Criteria	Possible Points
<i>Scoring based on overall adequate response strength to all areas noted in the detailed guidance in each section.</i>	
<p>A. Qualifications/History/Demonstrated Experience</p> <ul style="list-style-type: none"> • Bidders background and demonstrated experience 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). • Demonstrated ability to perform function described in its project plan. 	35
<p>B. Project Approach/Scope of Work & Outcomes</p> <ul style="list-style-type: none"> • Strength of approach and processes in streamlining operations, eliminating duplication of services and continuous improvement of the KCC system. • Provided a proposed program design model with timeline. • Proposed outcomes relevant to the mission and objectives of KCC integrated partner programs. • Provided how the organization will measure customer satisfaction. 	50
<p>C. Staffing and Organization</p> <ul style="list-style-type: none"> • Qualifications of Staffing – education and strength of experience. • Demonstrated capacity to adapt and expand in cases of future service changes and growth. 	35

<ul style="list-style-type: none"> • Provide a proposed organizational chart deemed satisfactory to meet needs with supervision roles noted. • Staff bios included 	
<p>D. Community Partnership/Collaboration</p> <ul style="list-style-type: none"> • Score is based on understanding and commitment to an integrated service delivery and team-based case management model in the KCC system. • Demonstrates an effective working relationship with the WDB, 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. 	25
<p>E. Cost, Budget and Fiscal Accountability</p> <ul style="list-style-type: none"> • Financial qualifications of Bidder highlighted. • Score is based on reasonableness of pricing consistent with the plan of service proposed and staffing. • Budget and budget narrative included. • Bidder has financial and administrative experience in managing multiple federal, state, and/or private funding sources. • Bidder provided information establishing financial history and compliance. • Bidder is up-to-date on taxes (income, annual state and federal, payroll tax, etc.) • Provided evidence that acceptable accounting systems are in place. 	40
<p>F. Reporting</p> <ul style="list-style-type: none"> • A system or method that can be relied upon to validate the accuracy of the state's performance reports. • Describe how performance goals will be tracked and evaluated and demonstrate an ability to ensure and maintain data integrity. • Assurance that files will be maintained and secure in accordance with requirements. 	15
Total	200

H. Governing Provisions and Limitations

1. The West Kentucky Workforce Board is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
2. The West Kentucky Workforce Board reserves the right to accept or reject any or all proposals received, to cancel or to reissue this RFP in part, or its entirety.

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

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

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

regarding their intent to bid on this work. Such contacts will result in immediate disqualification and rejection of their bid.

I. Administrative Requirements and Procedures

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

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

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

The appeal must include at a minimum, the following information: 1) a description of the WKWB action being appealed, 2) a citation of the law or regulation allegedly violated that forms the basis for the appeal, 3) a thorough explanation of the appeal, and 4) an original signature by the appealing organizations authorized representative. Appeals submitted by way of fax will not be accepted. If the appeal does not include the minimum required

information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. The filing of the complete appeal with the required time frame is a condition precedent. NO EXCEPTION WILL BE MADE TO AN APPEALING ORGANIZATION THAT DOES NOT FILE THEIR APPEAL WITHIN THE PUBLISHED DEADLINE.

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

J. Submission Order

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

Proposal Cover Sheet – Appendix A

Part A: Proposal Narrative

1. Demonstrated Experience of Quality Service Delivery
2. Project Approach
3. Executive Summary (no more than 2 pages)
4. Plan of Work
5. Community Partnership/Collaboration
6. Cost & Fiscal Accountability: Budget form with Cost Line Item/Budget Narrative (See Appendix G)
7. Brief Bios or Full Resumes of the Assigned Staff (Appendix H-staffing information to be developed by the bidder)
8. References – Minimum of three (3) Agencies or Groups

Part B: Assurances

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

K. Notification of Award

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

L. References

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

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

WIOA Final Rules – 20 CFR Part 678-Description of One-Stop Delivery System -
https://doleta.gov/wioa/Final_Rules_Resources.cfm

[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/>

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

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

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

APPENDIX B - Proposal Checklist

All proposals must meet the following technical specifications. Use this as a guide for assembling your proposal. Do not submit this with your proposal.

- ❑ Typewritten on 8 ½ by 11 unruled paper, single sided
 - ❑ Font size no smaller than 11 points
 - ❑ 1 inch side margins and single spaced
 - ❑ Pages numbered consecutively at the bottom of the page (page _of _) with bidders name on each page
 - ❑ Proposal Cover Sheet – Appendix A
 - ❑ Proposal Content
 - Bidder’s Demonstrated Experience of Quality Service Delivery
 - Bidder’s Fiscal Accountability
 - Executive Summary (not to exceed 2 pages)
 - Plan of Work
 - Cost – Line-Item Budget & Supporting Narrative
 - References – minimum of 3
 - ❑ One copy of most recent two audit reports - two (2) copies total
 - ❑ Certifications and Assurances submitted and signed – Appendix C
 - ❑ General Assurances and Certifications submitted and signed – Appendix D
 - ❑ Debarment Certification - Appendix E
 - ❑ Non-Collusion Affidavit – Appendix F
 - ❑ The original proposal and all signature forms are signed by the bidder’s authorized signatory authority.
 - ❑ Where the use of an established subcontractor(s) is proposed, original letter from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract.
 - ❑ Line Item Budget and supporting detailed narrative for the operation period July 1, 2026 – June 30, 2027. The line-item budget must follow the supplied format. (Appendix G)
 - ❑ Brief Bios or Full Resumes of the Assigned Staff - staffing information to be developed by the bidder (Appendix H).
-

APPENDIX C – Certifications and Assurances

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

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

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

Name and Title of Authorized Representative

Signature

Date

Name of Applicant Organization

APPENDIX D – General Assurances and Certifications

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

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

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

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

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

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

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

The bidder will not:

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

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

Name and Title of Authorized Representative

Signature

Date

Name of Applicant Organization

Appendix E – Debarment Certification

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

Applicant

Organization

Applicant Organization Address

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Sections 98.115, 98.200, 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. grantee) certifies to the best of its knowledge and belief, that it and its principles:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
 - b. have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property;
 - c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. have not within three-year period preceding this application/renewal had one or more public transactions (federal, state or local) terminated for cause or default.

- 2) Where the prospective primary participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this application/renewal package.

Name and Title of Authorized Representative

Signature

Date

Appendix F - Non-Collusion

Non-Collusion Affidavit

Commonwealth of Kentucky

County of _____

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

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

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

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds, other than federally appropriated funds, have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL "Disclosure of Lobbying Activities," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a

prerequisite for making or entering into this transaction imposed under section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000.00 and not more than \$100,000.00 for such failure.

Signature of Authorized Representative

Print or Type Name

Name of Applicant Organization

Subscribed and sworn to me this ____ day of _____

Notary Public

County of

Commission Expiration Date

Appendix G – Cost Line Item Budget

**WIOA DIRECT SERVICES PROVIDER
BUDGET FORM
July 1, 2026 - JUNE 30, 2027**

Item of Expenditure	Requested Funding (\$)
Personnel	
Fringe Benefits	
Travel – In State	
Travel – Out-of-state	
Outreach	
Office Supplies, Printing, and Copying	
Postage	
Space	
Staff Development	
Indirect	
Other Costs	
TOTAL	

NOTE: Budget Narrative should provide the detailed cost make-up of each line of costs, including the method of calculation. “Other Costs” should be very specific in its detail.

The entity awarded the contract will submit updated budgets annually.