

WEST KENTUCKY WORKFORCE BOARD
WEST KENTUCKY WORKFORCE DEVELOPMENT AREA

**REQUEST FOR PROPOSAL
ONE-STOP OPERATOR**

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 17, 2026

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

Required Bidder's Conference: (virtual meeting) March 23, 2026, at 10:30 a.m. (CDT)

Deadline for submission of written questions: March 26, 2026, at 4:30 p.m. (CDT)

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

Successful bidder notified: Approximately May 2026

**West Kentucky
Workforce**

300 Hammond Drive,
Hopkinsville, KY 42240

 AmericanJobCenter®

<https://www.wkworkforce.work>

 Kentucky
Career Center

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

Date Issued	March 17, 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 10:30 a.m. (CDT). Participation is required.
Due Date	<u>Proposals must be RECEIVED</u> no later than Thursday, April 2, 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 receive & disburse all funding at the direction of the West Kentucky Workforce Board to fulfill the contracted Scope of Work.
Award Period	July 1, 2026 – June 30, 2030.
Funds Available	Projected funds for FY '27 are approximately \$50,000.00.
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 to apply.
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, March 26, 2026, at 4:30 p.m. (CDT). Q & A will be shared with qualified bidders. 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 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 sustainable 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 Labor Cabinet. From time to time, the WKWB also may receive direct funding from the U.S. Department of Labor-ETA on various grants. The WKWB may also receive other public or private funds.

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

The WKWB current One-Stop Operator is the Purchase Area Development District, Mayfield, KY. The current comprehensive centers are Hopkinsville and Paducah. There are several access points: JobNet, Madisonville, Kentucky, Purchase Area Development District, Mayfield, Kentucky, Transition Assistance Program, Fort Campbell, Kentucky and the Career Advancement Center, Central City, Kentucky.

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 One-Stop Operator

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

The One-Stop Operator role shall:

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

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

The qualifications of the One-Stop Operator shall include:

- Experience in creating meeting agendas and planning meetings.
- Ability to work closely with WKWB to monitor the system's objectives.
- Demonstration of strong experience (5+ years) in facilitating large and diverse groups to common goal/vision.
- Knowledge of the WIOA and local workforce system.
- Ability to remain a neutral facilitator.

The One-Stop Operator role shall not include the following action:

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

Section III – Scope of Work

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

The WIOA regulations of 678.635(b) states that: "By November 17, 2016, every local WDB must demonstrate it is taking steps to prepare for competition of its one-stop operator. This demonstration may include, but is not limited to, market research, requests for information and conducting a cost and price analysis." Cost and price were researched relating to this manner of operator.

A. Detailed Scope of Work

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

1. Deliverables

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

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

2. Current Career Center Locations

Comprehensive Sites

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

Access Points

- JobNet Career Center
Madisonville, KY 42431

- Career Advancement Center
Central City, KY 42330
- Transition Assistance Program (TAP) Center
Fort Campbell, KY 42223
- Purchase Area Development District
Mayfield, KY 42066

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

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

3. Transition

The West Kentucky Workforce Board currently has contracts with the Pennyriple Area Development District, Hopkinsville, KY and the Purchase Area Development District, Mayfield, KY. The Pennyriple Area Development District will not be allowed to currently bid due to Kentucky Education and Labor Cabinet State Policy 17-001. In the event that an existing entity does not bid and/or does not win the bid the following transition will occur:

- a. The 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 One-Stop Operator functions.
- b. The selected bidder will be required to participate in transition training and staff orientation for the new one-stop operator.

IV. PROPOSAL CONTENT

A. Bidder’s Demonstrated Experience – 30 Points

Describe the bidder’s background including the following points:

1. Description of entity including number of years in operation and a brief history of the organization.
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 – 10 Points

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

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

NOTE: Permanent staffing is not expected to be placed at Comprehensive sites. Staff only available for a required activity.

C. Plan of Work – 35 Points

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

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

D. Community Partnership/Collaboration – 10 Points

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

1. Experience in specific Board and Committee Support functions.
2. Experience in collaboration with other community-based 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.
5. Leadership experience in convening group and agenda setting.

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

This funding can vary significantly based on federal allotments to the states and state allocations to the regions. In addition, other grants and awards to the regions from the 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 sub-recipient. Private funding may also be sought.

The cost section of the proposal should provide a detailed budget and a budget narrative for delivery of the required scope of work including personnel, travel, staff development and operating expenses. The budget shall address the earlier identified funding sources and their utilization to meet the required scope of work. The line-item budget shall include the following line items: Personnel, Fringe Benefits, Travel, Indirect Costs, Office Supplies, Printing and Copying, and Other Costs. Invoices are processed monthly to the fiscal agent. The budget shall not exceed \$50,000.00.

Describe the bidder's background and provide the following:

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

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

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 2, 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 10:30 a.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:	March 26, 2026, at 4:30 pm CDT
Responses to Questions from Bidders:	Any questions from bidders will be answered to all parties who have expressed an intent to bid.
Proposal Due Date	April 2, 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 points, approximately 1 inch side margins. Each page of the proposal should be numbered as “page ___ of ___”, with the name of the bidder on each page. There is a suggested submission order in the instructions.
2. **Page Limit:** The proposal narrative must be no more than thirty-five pages (35) pages. This page limitation does not include the specified required attachments stated in the proposal or the audit report.
3. **Number of copies:** 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 one-stop operator must be reasonable, necessary and allocable. The line-item budget shall include the following line items: Personnel, Fringe Benefits, Travel, Indirect Costs, Office Supplies, Printing & Copying and Other Costs. (See Appendix G) The total budget amount shall not exceed \$50,000.00.

The original budget period should include July 1, 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 one-stop operator include:

- a. An institution of higher education
- b. A State Employment Service agency established under the Wagner-Peyser Act
- c. A community-based organization, non-profit organization, or workforce intermediary
- d. A private for-profit entity
- e. A government agency
- f. A local Board, with approval of the chief elected official and the Governor
- g. Another interested organization or entity capable of carrying out the duties of one-stop operator

One Stop Partners include the following entities:

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

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

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

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

3. Evaluation Criteria:

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

West Kentucky Workforce Board Evaluation Criteria	Possible Points
Scoring based on overall adequate response strength to all areas noted in the detailed guidance in each section	
A. Experience <ul style="list-style-type: none"> • Background, performance and organizational stability • Bidder demonstrates evidence of ability to perform the functions described in its project plan • Quality of response, strength of experience, and demonstrated achievements/results • Met qualifications expected of a bidder 	30
B. Project Approach <ul style="list-style-type: none"> • Method of services detailed 	10
C. Plan of Work <ul style="list-style-type: none"> • Detailed Plan of activities and deliverables • Timeline • Transition • Staffing Information 	35
D. Community Partnership/Collaboration <ul style="list-style-type: none"> • Knowledge of local organization supporting workforce efforts • Experience setting agenda • Leadership among the other organizations 	10
E. Cost, Budget and Fiscal Integrity <ul style="list-style-type: none"> • Cannot exceed \$50,000.00 • Cost noted is reasonable • Exhibits previous fiscal integrity • No audits unresolved 	15
Total	100

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 bidders selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce development area.
6. The West Kentucky Workforce Board reserves the right to contact any individual, organization, employer or grantee listed in the proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications, and to request additional information from any and all bidders.
7. The West Kentucky Workforce Board reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not available or received from the U.S. Department of Labor, Kentucky Education and Labor Cabinet, the Kentucky 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 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 appeal 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 by 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 fax or e-mail will not be accepted. If the appeal does not include the minimum required information, the appealing organization will be notified and requested to respond accordingly before the deadline arrives in order for the appeal to proceed. The filing of the complete appeal with the required time frame is a condition precedent. NO EXCEPTION WILL BE MADE TO AN APPEALING ORGANIZATION THAT DOES NOT FILE THEIR APPEAL WITHIN THE PUBLISHED DEADLINE.

Upon receipt of a complete and properly submitted appeal, the WKWB Executive Director will arrange for a meeting with the appealing organization's representatives (not to exceed three (3) persons), and the WKWB's representatives. 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. Plan of Work
4. Community Partnership/Collaboration
5. Cost & Fiscal Integrity: Budget form with Cost Line Item/Budget Narrative (See Appendix G)
6. Brief Bios or Full Resumes of the Assigned Staff (Appendix H - staffing information to be developed by the bidder)
7. 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 One-Stop Operator will receive a letter of intent to contract for services. This proposer will be requested to complete any pre-award documents and negotiate any remaining issues to move the contract into place. The successful completion of the pre-award activity and any subsequent negotiations will be the finalization of the contract.

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>

APPENDIX A – PROPOSAL COVER SHEET

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

West Kentucky Workforce Board 300 Hammond Drive Hopkinsville, KY 42240 270-886-9484 https://www.wkworkforce.work	FOR INTERNAL USE ONLY Rec'd by _____ Date _____ Time _____ Meets Technical Requirements Y/N
Name of Bidder/Entity/Address	Type of Organization <input type="checkbox"/> Private Nonprofit Corp <input type="checkbox"/> Private for Profit Corp <input type="checkbox"/> Other Specify
FEIN#:	DUNS#:
Proposal Contact Person (Bidder)	Address
Proposal Contract/Contact Info (Include Phone, Fax & Email Address)	
Amount Proposed: \$	
Bidder Statement of Certification: 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 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. I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.	
_____ Authorized Signer's Name Typed	_____ Authorized Signature
_____ Authorized Signer's Title	_____ Date Signed

APPENDIX B - Proposal Checklist

All proposals must meet the following technical specifications. Use this as a guide for assembling your proposal. Do not submit this page 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 bidder's name on each page
- ❑ Proposal Cover Sheet – Appendix A
- ❑ Proposal Content
 - Bidder's Demonstrated Experience of Quality Service Delivery
 - Bidder's Fiscal Integrity
 - Plan of Work
 - Cost – Line-Item Budget & Supporting Narrative
 - References – minimum of 3
- ❑ One copy of most recent two audit reports - two (2) copies total
- ❑ Certifications and Assurances submitted and signed – Appendix C
- ❑ General Assurances and Certifications submitted and signed – Appendix D
- ❑ Debarment Certification - Appendix E
- ❑ Non-Collusion Affidavit – Appendix F
- ❑ The original proposal and all signature forms are signed by the bidder's authorized signatory authority.
- ❑ 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, to include expenses for the following: Personnel, Fringe, Travel, Indirect Costs, Office Supplies, Printing and Copying and Other Costs (Appendix G)
- ❑ Brief Bios or Full Resumes of the Assigned Staff – if available. Job descriptions if no current staff as 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 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 requirements 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 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.
- Accepting funding for and working within the guidelines of other funding opportunities provided by 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.
- 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. One-Stop Operator) certifies to the best of its knowledge and belief, that it and its principles:
 - a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency.
 - b. have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property.
 - c. are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification.
 - d. have not within three-year period preceding this application/renewal had one or more public transactions (federal, state or local) terminated for cause or default.

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

Name and Title of Authorized Representative

Signature

Date

Appendix F - Non-Collusion

Non-Collusion Affidavit

Commonwealth of Kentucky

County of _____

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

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

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

**ONE STOP OPERATOR
BUDGET FORM
JULY 1, 2026 - JUNE 30, 2027**

Item of Expenditure	Requested Funding (\$)
Personnel	
Fringe Benefits	
Travel	
Indirect Costs	
Office Supplies, Printing, and Copying	
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.