



WORKFORCE PARTNERSHIP

JOHNSON • LEAVENWORTH • WYANDOTTE

KANSASWORKS

REQUEST FOR PROPOSALS

One-Stop Operator, Adult and Dislocated Worker, & Youth

under the

Workforce Innovation and Opportunity Act

for

**LOCAL WORKFORCE INVESTMENT AREA III, INC.
d/b/a WORKFORCE PARTNERSHIP
(Johnson, Leavenworth and Wyandotte Counties)**

**July 1, 2019 to June 30, 2022
(With a Two-Year Renewal Option)**

**Release Date: November 16, 2018
Proposals Due: December 16, 2018**

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I. REQUEST FOR PROPOSALS (RFP) SCHEDULE

- November 16, 2018 **Request for Proposals** released. RFP published on Workforce Partnership's website and in the Kansas Register. Notices also sent via email to organizations on our Bidder List. RFP may also be obtained by emailing WIB@workforcepartnership.com.
- November 16-23, 2018 **Question Period.** Written questions regarding RFP scope, content, or need for clarification accepted.
- November 28, 2018 **Questions and Answers** released on Workforce Partnership web site and emailed to potential bidders submitting questions.
- November 30, 2018 **Pre-Bid Conference**
KCK Chamber
Breidenthal Conference Room
727 Minnesota Ave.
Kansas City, KS 66101
9:00 a.m.
- December 14, 2018 **Proposals due.** Email complete proposal in PDF form to WIB@workforcepartnership.com by 5:00 p.m. Also, mail one original hard copy of complete proposal to:

Workforce Partnership
8535 Bluejacket Rd.
Lenexa, KS 66214
Attn: Executive Director
Must be postmarked by 12/14/18
- January 11, 2019 **Invitations** extended to Finalists to present to the Selection Committee.
- January 16, 2019 **Finalist Presentations** to Selection Committee.
- January 22, 2019 **LWDB and CEOB** meet to vote on Selection Committee's recommendation.
- January 22 – March 15, 2019 **Contract negotiations with finalists.**
- March 26, 2019 **Contract executed and signed.**
- March 26, 2019 **Transition/Implementation** begins.
- July 1, 2019 **Operations begin.**

II. INTRODUCTION & GENERAL CONDITIONS

A. Introduction to Local Area III

Structure and Service Delivery System

Local Area III (LA III) is one of five workforce areas designated in the state of Kansas. LA III covers three counties - Johnson, Leavenworth, and Wyandotte - which are included in the Kansas City Missouri-Kansas metropolitan statistical area (MSA).

Local Area III is governed by Local Workforce Investment Area III, Inc. d/b/a Workforce Partnership (“Workforce Partnership”), whose board of directors is organized as a local workforce development board (“LWDB” or “Board” or “Workforce Partnership Board”) under the federal Workforce Innovation and Opportunity Act (“WIOA”). LA III’s workforce development system, which is co-branded under “Workforce Partnership” and “KansasWorks” is designed to provide a full range of services and opportunities to job seekers and employers, which are delivered through the operation of three comprehensive One-Stop centers (one in each county), and other outreach and community-based partnerships throughout the local area. Under WIOA, LA III’s comprehensive One-Stop centers offer employment referrals, work-based learning opportunities, career counseling, job search assistance, recruitment and incentive services to employers, access to training programs and other employment-related services.

The LWDB is staffed by Workforce Partnership, which serves as the administrative entity and fiscal agent for LA III. LWDB staff also provides business services to employers in the local area, along with representatives from other business-facing programs of its core partners, such as veterans’ employment representatives with the Kansas Department of Commerce. These business services representatives work directly with employers to meet their specific staff needs at no cost to the employer. Services available to employers include online job postings on KansasWorks.com, applicant screening, job seeker resume searches, applicant referrals, individual hiring events and job fairs, training subsidies, access to interview space with the One-Stop centers and Rapid Response assistance to employers managing layoffs or company closure.

The LWDB contracts with a One-Stop Operator responsible for the day-to-day operation of the One-Stop centers across the three-county area. Currently, Dynamic Workforce Solutions serves as the One-Stop Operator for LA III. LA III’s service delivery system includes a network of organizations and agencies operating fourteen (14) mandatory WIOA One-Stop partners. Most partner programs are not co-located in the workforce centers. Flint Hills Job Corps has staff co-located in the Johnson County Workforce Center and the Kansas Department of Commerce has a number of staff from three different One-Stop partner programs co-located in each of the three comprehensive centers.

LWDB Role and Mission

The mission of Workforce Partnership is to build a workforce development system that meets the needs of both job seekers and employers throughout the Kansas City region.

The LWDB has transformed its role from a programmatic approach to one that is focused on seamless delivery of services across the entire workforce system. In other words, the LWDB does not view its role as simply or even primarily overseeing WIOA or workforce center

operations, but rather in building, assessing, and maintaining a holistic system that is responsive to the needs of both employers and job seekers. The system envisioned by the Board extends beyond WIOA or even the walls of the workforce centers.

The LWDB recognizes that LA III is situated in the middle of a bi-state metropolitan area and that its labor markets do not respect political boundaries. Job opportunities for job seekers living within LA III cross both county lines and state lines. Similarly, employers in our area draw from a labor pool that extends far beyond the borders of Johnson, Leavenworth, and Wyandotte counties. This regional understanding also includes recognizing the importance of building collaborative partnerships with regional organizations, including possibly other local workforce development boards.

While approximately seventy-five percent (75%) of Workforce Partnership's funding comes from its funding allocations under WIOA; in the past few years, Workforce Partnership has seen a greater share of its funding come from state grants and sources other than WIOA. While we continue to work to find other sources of funding to supplement our core WIOA funding, proposers should be advised that there is no guarantee that non-WIOA funding will be available during the contract period. If additional funding is obtained, we anticipate having the successful proposers carry out roles under new grants similar to the roles in carrying out WIOA program services.

Demographic Characteristics and Priority Sectors

The three counties in LA III share a geographic area, but differ from one another in many respects. Johnson County, the largest of the three counties, is largely suburban, with a median household income significantly larger than the other two counties. Wyandotte County is more representative of an urban core, with about half of its residents living at or below 200% of the federal poverty level. Leavenworth County is the most rural of the three counties, with median and per capita incomes that fall between those of the two other counties.

Using available labor market information, including current high-demand and future growth occupations, Workforce Partnership has identified the following priority industry sectors:

- Healthcare
- Transportation/Supply Chain and Logistics
- Information Technology
- Construction and related trades
- Advanced Manufacturing

These sectors are not only in high-demand within LA III, they also represent vital sectors to the overall Kansas City regional economy. In addition to these sectors, in Johnson County specifically, Workforce Partnership is focused on helping to develop quality jobs in the financial services sector. While Workforce Partnership's list of eligible training providers spans many industries and sectors, priority is given to training Programs that align with these Priority Sectors. Workforce Partnership consults businesses and business-oriented organizations, such as area Chambers of Commerce and Economic Development organizations, in an effort to remain aware of various local labor market trends which might alter these Priority Sectors.

For additional LA III and regional Kansas City metro data, please visit www.workforcepartnership.com/area-data.

Service History

The information below describes the recent service history in Area III. Table 1 lists the number of participants, by workforce center for the past three program years. Table 2 provides performance information for the same period.

Table 1. Service Levels for LA III

County	PY15 Enrolled			PY16 Enrolled			PY17 Enrolled			Walk-Ins		
	Adult	DW	Youth	Adult	DW	Youth	Adult	DW	Youth	PY15	PY16	PY17
Johnson	1636	158	40	985	169	41	382	102	66	16,487	15,625	11,366
Leavenworth	177	6	47	129	5	32	133	17	40	9,026	8,863	8,761
Wyandotte	931	42	121	952	93	88	470	26	126	13,281	12,919	11,076
Area Total	2744	206	208	2066	267	161	985	145	232	38,794	37,407	31,203

Table 2. WIOA Adult and Dislocated Worker Performance, PY 2015 through PY 2017

WIOA Performance Measures	PY16	PY17	PY16/PY17 Goals
Adult			
Employment Rate (2 nd Q After Exit)	74.16%	74.20%	78.7%
Employment Rate (4 th Q After Exit)	77.38%	77.47%	70.8%
Median Earnings	\$6,711	\$6,705	\$6,097
Credential Rate (4Qs After Exit)	66.67%	66.67%	54.8%
Measurable Skills Gain	52.15%	53.42%	Not Established
Dislocated Worker			
Employment Rate (2 nd Q After Exit)	79.07%	79.07%	83.00%
Employment Rate (4 th Q After Exit)	81.25%	81.25%	75.30%
Median Earnings	\$8,142	\$8,142	\$7685
Credential Rate (4Qs After Exit)	86.05%	86.05%	54.30%
Measurable Skills Gain	56.63%	52.44%	Not Established
Youth			
Placement in Employment, Education or Training (2 nd Q After Exit)	72.55%	73.53%	74.00%
Placement in Employment, Education or Training (4 th Q After Exit)	72.22%	72.22%	71.40%
Median Earnings	\$2,157	\$2,157	Not Established
Credential Rate (4Qs After Exit)	59.09%	59.09%	60.60%
Measurable Skills Gain	53.66%	57.89%	Not Established

WIA Performance Measures	PY15	PY15 Goals
Adult		
Entered Employment	70.77%	74%
Employment Retention	90.4%	85.4%
Average Earnings	\$17,067	\$14,000
Dislocated Worker		
Entered Employment	82%	81%
Employment Retention	91%	91%
Average Earnings	\$20,671	\$18,300
Youth		
Placement in Employment, Education or Training	71%	71%
Credential Attainment	70%	72%

Workforce Center Environment

The primary locations for delivery of the services offered by the workforce development system are the three physical comprehensive workforce center locations (“One Stops”). A number of different partners and partner programs are co-located in the workforce centers. As envisioned by WIOA, to the fullest extent possible, all partners of the One-Stop centers act as a single, unified entity. Services, promotional materials, letterhead, business cards, etc. all carry the Workforce Partnership logo co-branded with KANSASWORKS, the statewide workforce system brand. We have also implemented functional management in the workforce centers. While each partner organization retains its own management and supervisory structure, the One-Stop Operator is responsible for ensuring that a functional management system is in place, including a functional supervisory structure for all staff. Core partner functions in the workforce centers are not divided by funding source (at least as far as Board, WIOA and Wagner-Peyser staffs are concerned). There are four functions within workforce centers: welcoming, assessment, skill development, and business services. Staff within the workforce centers are largely organized by these functions, not by employer or funding source.

A listing of the co-located partners and current approximate staffing levels for each is provided in Table 3. ***It should be noted that the numbers below represent individuals, rather than full-time equivalents; a few may be part-time.*** Therefore, the numbers below should not be taken as exact numbers, but should be sufficient to assist in proposal development.

Table 3. Approximate Staffing Breakdown by Office and Organization/Funding Source

Location	Board Staff	DWFS – WIOA A/DW and OSO	DWFS - WIOA Youth	DWFS Other Grants	KS Dept. of Commerce - Wagner-	KS Dept. of Commerce - Veterans	KS Department of Commerce	Job Corps
Johnson	8	6	1	1	9	2	2	2
Leavenworth		3	1		.5	.5		
Wyandotte	1	6	4	1	5	1	1	

B. Request for Proposals and Contract Period

The purpose of this RFP is to solicit proposals from qualified entities for the following services:

- WIOA One-Stop Operator
- WIOA Title I Adult and Dislocated Worker programs
- WIOA Title I Youth program

Applicants may submit a proposal for one or more of these three roles for the LA III workforce system. Should a single applicant be awarded more than one role within the system, the LWDB will award a separate contract for each such role. Resulting contracts will be negotiated with respect to cost, scope, and content in a manner that ensures operation of this system in the best interest of the LWDB, the Chief Elected Officials Board, and the area's citizens and employers. The period of performance under this RFP for each contract awarded will be July 1, 2019 through June 30, 2022. Any contracts entered into as a result of this RFP may be extended for one (1) additional two-year period, if agreeable to both parties.

C. Submission of Qualifications

An eligible proposer under this RFP may be any public or private entity; including but not limited to: a post-secondary educational institution, a community based organization, a non-profit agency, unit of government, faith-based organization or a private for-profit business.

To be eligible to receive funding under this RFP, proposers must demonstrate the ability and capacity to perform the services contracted under the RFP including staff credentials, program design, applicable facilities, fiscal stability and history of fiscal integrity. Each awarded entity shall establish and maintain a financial management system which provides for adequate control of WIOA funds and other assets, ensures the accuracy of financial data, provides for operational efficiency and internal controls to avoid conflict-of-interest situations, prevents irregular transactions or activities, and follows generally accepted accounting principles. ***Applicants should be aware that any contract awarded will be paid on a cost-reimbursement basis as WIOA and other funds are available, and any qualified applicant should be able to demonstrate its ability to advance funds necessary for its operations under the contract without financial hardship, as in the State of Kansas, it is common for funding authorization to be delayed for several months while awaiting final federal WIOA award notices.***

The Proposer shall ensure its financial management system meets the following standards:

- The awarded entity's reporting procedures shall provide accurate, current, and complete disclosure of the financial results of the awarded contract grant in accordance with accrual reporting requirements.
- The awarded entity shall maintain records that adequately identify the source and application of funds for WIOA and related grant supported activities. The service provider shall ensure the records systematically assemble information concerning WIOA and other grant contract amounts and authorizations, obligations, un-obligated balances, assets, liabilities, outlays, and income into a balance sheet for internal control purposes. Records are to be maintained by grant (title and number) and program year. Service providers are required to retain records for three (3) years and the LWDB must provide written permission prior to the destruction of any records.

All applicants shall include in their proposals a section establishing their qualifications to bid for funds under this RFP, which shall include at a minimum the information requested above, description of any experience the applicant has had in managing WIA or WIOA funds or programs, description of any experience the applicant has had as a federal or state fund grantee, sub-grantee, contractor or sub-contractor. Applicants must also include a copy of its last two fiscal year financial audits and a statement as to whether the applicant has had any disallowed costs paid for out of federal or state funds. If the applicant has had a disallowed cost, please provide the amount that was disallowed and an explanation of the circumstances.

Initial reviews of proposals will focus on determining whether the applicant meets the aforementioned qualifications. Should an applicant fail to meet these minimum qualifications, it will no longer be considered and the applicant will be notified of such decision via email.

D. Submission of Proposals

Qualified Proposers must submit one original hardcopy proposal (with original signatures) and one electronic copy in PDF format via email to:

Workforce Partnership
8535 Bluejacket Rd.
Lenexa, KS 66214
Attn: Executive Director
WIB@workforcepartnership.com

Emailed proposals must be received by 5:00 pm, local time, December 14, 2018. The hard copy must be postmarked no later than December 14, 2018. Proposals received after this date and time will not be considered. Workforce Partnership is not liable for any costs incurred by organizations prior to awarding the contract.

E. Selection Process

Evaluation Committee members will be drawn from the One-Stop Committee and other Workforce Partnership Board and Chief Elected Officials Board (“CEOB”) members representing both business and non-business sectors.

The Evaluation Committee will rate each proposal on criteria including, but are not limited to:

- Completeness
- Qualifications
- Innovation and use of resources
- Knowledge of program design
- Partnering
- Demonstrated effectiveness, past performance
- Experience with WIOA participants and coordinating WIOA services
- Fiscal controls
- Staff qualifications
- Success rates based on enrollments and completions

Top ranking proposals will then be evaluated for cost effectiveness.

Finalists will be invited to make a brief presentation to members of the Evaluation Committee, followed by an opportunity to respond to follow-up questions by Committee members. Final

selection may include, but not be limited to, consideration of:

- Demonstrated effectiveness in diverse multi-partner systems
- Proposer's willingness to negotiate scope and/or cost
- Perceived advantages to the LWDB to enter into a contractual working partnership

F. Right to File a Grievance

Any organization making application under this RFP has the right to file a grievance related to the RFP process and final award. A bidder may file a protest in writing, with the Workforce Partnership Executive Director, who will then have ten (10) days in which to reach an informal resolution of the protest. Should the protest not be resolved within ten (10) days, the bidder may submit in writing a protest to the **Workforce Partnership Executive Committee**. The Executive Committee will then have thirty (30) days to reach a decision. No further appeals will be allowed. This does not prohibit the bidder from seeking other resolutions in addition those allowed by Local Workforce Investment Area III. The State of Kansas and/or U.S. Department of Labor (DOL) shall review a complaint or protest regarding sub-recipient contractors selection procedures only if the complainant furnished evidence that:

- a) All administrative remedies of the Workforce Partnership Executive Director and the Executive Committee have been exhausted;
- b) The complaint involves a violation of federal law or regulation (federal jurisdiction); a violation of State law or regulation (State jurisdiction); or a violation of Local Area III's protest procedures.

G. Resources

Kansas Department of Commerce Workforce Development Policies and Procedures, the State Plan, Local Area Plans, Fiscal Policy Manual, and Reference Material may be accessed at:

<https://ksworksstateboard.org/about-us/>

Automated data collection, case management, and reporting systems are maintained by the Kansas Department of Commerce, America's Job Link Alliance (AJLA). Information about AJLA and the KANSASWORKS.com system, visit AJLA's web site: <http://www.ajla.net/>.

Questions, comments, and requests for clarification regarding any part of this RFP should be directed, in writing before November 23, 2018, to:

Executive Director
Workforce Partnership
8535 Bluejacket Rd.
Lenexa, KS 66214

WIB@workforcepartnership.com

Answers to all questions will be posted on November 28, 2018 under the "About" tab on the Public Notices page of the Workforce Partnership website: www.workforcepartnership.com.

H. Pre-Bid Conference

A mandatory pre-bid conference will be held November 30, 2018 beginning 9:00 am at the Kansas City Kansas Chamber offices. Please contact Workforce Partnership at (913) 577-5946 and inform them of your intention to attend and the names of the attendees. Interested

organizations unable to attend in person may participate via teleconference, but must first contact Workforce Partnership for a toll-free conference number and participant PIN to participate. Tours of Workforce Partnership's workforce centers are available by appointment. Contact the Workforce Partnership at 913-577-5946 to arrange a tour.

I. General Procurement Statements of Local Workforce Investment Area III

1. LA III is an Equal Opportunity Employer and encourages competition at all levels. Any qualified Proposer is encouraged to submit a bid.
2. When brand names or trade names are used in this RFP, it is for the purpose of item identification and to establish standards for quality, style, and functionality. Proposals on equivalent items of substantially the same quality, style and functionality are invited.
3. Prospective proposer should inform LA III if the specifications or other proposal requirements are faulty, unnecessary, or inhibit competition. If LA III agrees with the proposer, an amendment will be issued.
4. Our principal objective in purchasing goods and/or services is to acquire quality goods and services and to maximize the purchasing value of our funds. All prospective proposers must adhere to the applicable Office of Management and Budget (OMB) circulars.
5. Kansas Open Records Act (K.S.A. 45-205 et seq.): All proposals in response to the RFP become the property of the LWDB. Kansas law requires all information contained in bid responses to become open for public review once a contract is signed or all bids are rejected. Copies of individual responses may be obtained under the Kansas Open Records Act and the LA III open records policy. A copy of this policy and procedures for obtaining public records is available on request.

J. Contract Amounts and Availability of Funds

Because contract amounts will be based on WIOA allocations that have not yet been made, the exact amounts available for the contract to be awarded through this RFP process have not been determined. Proposers should be advised that LA III will retain funds out of each allocation for administration, facilities costs, and other system-wide expenses. At this time, the LWDB has set aside up to the following annual amounts for contracts to be awarded under this RFP:

WIOA One-Stop Operator: up to \$120,000

WIOA Adult/Dislocated Worker Programs: up to \$1,375,000

WIOA Youth Program: up to \$720,000

All contracts are subject to the availability of funds to LA III. This RFP does not commit LA III to fund any proposals submitted before execution of a contract. LA III reserves the right to accept or reject any or all proposals received or to negotiate terms of the proposal with a qualified proposer. No contracts will be awarded as a result of this RFP without approval of Workforce Partnership's Board and the CEOB. Further, Workforce Partnership reserves the right to withdraw from negotiations at any time before a contract is executed. Funding availability and subsequent contract amounts are subject to change for subsequent program years. If funds awarded for a contract year are not fully expended by a contractor by the end of

a contract year (June 30), unexpended funds will revert back to the Workforce Partnership for disposition and may or may not be available for subsequent, if any, contract year expenditures. Annual WIOA allocations have a two-year time period in which they may be expended. Because there are often delays at the federal level in releasing these annual allocations, Workforce Partnership budgets each year for a certain amount of carryover dollars in order to fund basic operations until annual allocations are released. We expect any successful bidder to likewise budget sufficient carryover funds in order to provide for basic operations for at least one full quarter.

K. Incorporation of RFP into Contract

All conditions contained in this RFP and completed Appendices and any statements contained in the RFP will be incorporated into any contract regarding this matter. Failure of the contracting organization to accept these obligations may result in the cancellation of the award. The contractor shall assume responsibility for all services offered in their bid proposal whether or not they were produced. The contractor will be responsible for all material errors and omissions in the performance of the contract.

L. Payment Process - Cost Reimbursement

The contract awarded from this RFP will be a cost reimbursement contract. ***Contractors will be reimbursed for expenditures on a regular basis after submittal and approval of payment vouchers as instructed in the contract.*** Contractor will work closely with Workforce Partnership's CFO on the reimbursement format, required documentation and a draw schedule.

M. Interview Rights to Jobs Created

The successful proposer must agree to interview all incumbent Program Operator employees servicing our local area (currently Dynamic Workforce Solutions employees) who apply for employment with the new operator. Incumbent Program Operator staff will be granted consideration for experience in lieu of education requirements for any position for which they are otherwise qualified.

III. SCOPE OF WORK FOR SERVICES TO BE PROVIDED

A. Individuals Eligible to Receive Services

Under the Adult/Dislocated Worker Programs, WIOA basic services must be made available to any customer who seeks them and, in the case of staff-assisted WIOA basic services and WIOA individualized and/or training services, any customer who is eligible and for whom the service is appropriate.

WIOA Youth Program services to individuals who meet the following eligibility criteria for out-of-school youth and in-school youth established under Section 129(a)(1) of WIOA:

- Out-of-school youth who are not younger than age 16 or older than age 24, and meeting one or more of the following criteria:
 - School dropouts;

- Youth who are within the age of compulsory school attendance, but have not attended school for at least the most recent complete school year calendar quarter;
 - Recipients of a secondary school diploma or its recognized equivalent who are low-income individuals and are basic skills deficient or English language learners;
 - Individuals subject to the juvenile or adult justice system;
 - Homeless individual, homeless children or youth, runaways, or youth who are in foster care or have aged out of the foster care system;
 - Are pregnant or parenting;
 - Youth who are individuals with a disability; or
 - Low-income individuals who require additional assistance to complete an educational program or to secure and retain employment.
- In-school youth who are attending school and are not younger than age 14 (unless they are individuals with a disability) or older than age 21, are low-income, and meeting one or more of the following criteria:
 - Basic skills deficient;
 - English language learners;
 - Offenders;
 - Homeless individuals, runaways, in foster care or have aged out of the foster care system;
 - Are pregnant or parenting;
 - Youth who are individuals with a disability, or
 - Individuals who require additional assistance to complete an educational program or to secure or hold employment.

While the Youth Program Operator will be expected to comply with the out-of-school expenditure requirement contained in Section 129(a)(4)(A), the operator will also be expected to provide services to both in-school and out-of-school youth. Currently, LA III is operating the Youth Program under a US DOL waiver to the State of Kansas which allows local areas to reduce its out-of-school expenditure requirement to 50% (from the statutory 75%). Such waiver is in effect until June 30, 2020.

B. Services Sought

As explained above, this RFP is soliciting proposals for three distinct roles within LA III's workforce system: WIOA One-Stop Operator, WIOA Adult/Dislocated Worker Programs and WIOA Youth Programs. Proposals must clearly articulate for which of the three roles the applicant is submitting a proposal. An applicant may apply for one, two or all three roles within the system.

1. For WIOA One-Stop Operator Services:

At a minimum, the One-Stop Operator in the LA III workforce system will perform the following services in Johnson, Leavenworth and Wyandotte Counties. Provision of services must be coordinated with all comprehensive workforce centers (One Stops) and their respective participating partner programs.

- Implement and fulfill cooperative agreements and memoranda of understanding (MOUs) with One Stop partners, including any infrastructure cost-sharing agreements.
- Assist the LWDB's CFO in developing and managing the One-Stop budget.
- Implement workforce center operational policies.

- Coordinate one-stop partner services, with guidance from the LWDB and its staff.
- Facilitate customer flow.
- Communicate mission and goals of the LWDB to workforce center staff and One-Stop partners.
- Provide management and leadership through the functional supervision of workforce center staff.
- Provide for most effective allocation of staff among all workforce centers and satellite locations.
- Collaborate with the LWDB's Director of System Performance on One Stop center certifications and ensure that workforce centers maintain compliance with standards for state and/or federal certification.
- Ensure appropriate levels of communication among partners, teams, functions, and locations within the one-stop service delivery system.
- Ensure all one-stop service delivery system staff receive training necessary to carry out program requirements and meet performance goals for the system.
- Manage hours of operation at the One Stop centers.
- Report to LWDB and its staff on One Stop center activities
- Collaborate with the LWDB's Director of System Performance on all partner performance measures.
- Report to the LWDB and its staff on all partner performance measures and the LWDB's Key Performance Indicators, as directed.
- Hold partner meetings at least quarterly.

2. For WIOA Adult/Dislocated Worker Programs:

At a minimum, the WIOA Adult/Dislocated Worker Program Operator in the LA III workforce system will perform the following services in Johnson, Leavenworth and Wyandotte Counties. Provision of services must be coordinated with all comprehensive workforce centers (One Stops) and their respective participating partner programs.

- Conduct outreach and recruitment of both job seeker and employer customers.
- Carry out basic, individualized, and career and training services (WIOA) in compliance with federal and state requirements.
- Maintain participant files for WIOA Adult and Dislocated Worker programs.
- Ensure timely and accurate data collection and entry into management information system.
- Conduct appropriate assessment of job seeker customers for determination of appropriate path and level of service.
- Manage program enrollment process to ensure compliance with appropriate eligibility and enrollment standards and to maximize performance under program performance measures.
- Provide staff assistance to LWDB committees and task forces, as appropriate.
- Develop and implement corrective action plans in response to board, state, or federal monitoring reports, or independent auditor reports, upon request of the LWDB staff.
- Disseminate and broker labor market information to customers, partners, and workforce center staff.
- Connect employers to the Business Services Team and sector-based initiatives.

- Negotiate and administer work-based learning (on-the-job training, internship, work experience, etc.) contracts with employers in collaboration with the Business Services Team.
- Connect eligible participants with training opportunities, and manage the individual training account (ITA) process. Issue ITA vouchers and pay eligible training providers, subject to reimbursement from WIOA funds.
- Compile program data and provide reports as required by the board.
- For other non-WIOA grants, serve as the Related Grant Service Provider and:
 - Conduct eligibility determination and program enrollment for non-WIOA grants.
 - Co-enroll participants in WIOA, as appropriate and allowable.
 - Carry out program services for reimbursement as directed by board.

3. For WIOA Youth Program:

At minimum, the WIOA Youth Program Operator in the LA III Workforce System will perform Youth Program Services in Johnson, Leavenworth, and Wyandotte Counties. Provision of services must include: an assessment of an individual's needs and circumstances, the development of a service strategy tailored to those needs and circumstances, provision of or arrangement for services meeting the 14 required program elements required by WIOA, and follow-up activities with program completers. The Operator's activities should be coordinated with as well as be provided as part of the workforce development system overseen by the LWDB. Operators should coordinate with all One Stops and their respective participating partner programs. Specific activities include:

- Conduct outreach and recruitment of in-school and out-of-school youth.
- Recruit program partners, including providers of complementary services and employers to serve as sites for both permanent placement and placement in work-based learning opportunities.
- Manage program enrollment process to ensure compliance with appropriate eligibility and enrollment standards and to maximize performance under program performance measures.
- Conduct case management activities with WIOA Youth, including conducting an objective assessment of each participant's academic and skill levels and service needs, consistent with the requirements of WIOA Section 129(c)(1)(A) and developing service strategies consistent with the requirements of WIOA Section 129(c)(1)(B).
- Carry out WIOA Youth program services in compliance with federal and state requirements.
- Ensure availability and delivery of the 14 program elements outlined in WIOA Section 129(c)(2).
- Maintain participant files for WIOA Youth activities.
- Provide staff assistance to the LWDB's Youth Committee, as appropriate.
- Develop and implement corrective action plans in response to board, state, or federal monitoring reports, or independent auditor reports, upon request of the LWDB staff.
- Ensure timely and accurate data collection and entry into management information system.
- Actively recruit employer participation in work-based learning and permanent placement, and negotiate work-based learning (on-the-job training, internship, work experience, job shadowing, etc.) contracts with employers; collaborate with the Business Services team.
- Serve as employer of record for short-term work-based learning placements, as required.

- Fully participate in WIOA core partner team meetings and system-building activities.
- Maintain compliance with WIOA expenditure requirements.
- Compile program data and provide reports as required by the LWDB.

IV. RESPONSE CONTENT AND INSTRUCTIONS

A. Format Requirements

FOR EACH ROLE IN THE WORKFORCE SYSTEM (One-Stop Operator, Adult/Dislocated Worker Programs and/or Youth Program), applicants shall prepare the Response as follows:

- Use the same topic headings, in the same order, as described in Response Outline, below.
- Answer all requests for data or information, or mark the information “Not Applicable”.
- Use 12-point font.
- Copy all pages and forms on only one side of the page.
- Attach all requested documentation to the back of the Response, and label clearly.
- Number all pages of the Response, including the attachments.
- Submit an original (with original signatures) and mark such as “Original.” The emailed proposals must be emailed in PDF form.
- The original should be binder clipped (not bound) in order that any necessary photocopies may be made easily.

Respondents are encouraged to avoid extraneous narrative and data. While this RFP does not limit the number of pages and attachments, the successful applicant will demonstrate its ability to communicate relevant information to the Evaluation Committee for objective decision-making in a clear and concise manner.

B. WIOA Program Operator Response Outline and Required Content

All Responses must follow the outline below.

1. Cover Page (Attachment A)

Complete the cover page provided in Attachment A.

2. Table of Contents

Paginate the complete document and provide a table of contents indicating the beginning page for each section and major subsection of the response, including each attachment. Provide section dividers that relate to the table of contents.

3. Response Summary

Summarize the response, including any unique or innovative aspects that may set your organization and/or your response apart from others. If the response represents a joint submittal by more than one agency or organization, list all partners and briefly describe the role of each in service delivery.

List the individual with the authority to negotiate and bind the respondent to a contract. Include: name, title, organization represented, full mailing address, full e-mail address, if available, telephone number, and fax number.

List the individual who is usually available to answer questions about the response. Include: name, title, organization represented, full mailing address, full e-mail address, telephone number, and fax number.

4. Description of Qualifications – Organizational and Staff

For each role in the workforce system the applicant is submitting a proposal (OSO, A/DW and/or Youth), please provide the following information:

A. Background:

- Describe the organization's mission, history, and major funding sources. How does the organization fit into the community?
- If the proposal is from two or more organizations, explain how those organizations achieved the coordination necessary to submit the proposal and how that collaborative effort will be maintained throughout service delivery.

B. Key Program and Fiscal Management Staff:

- Provide full resumes of proposed key program and fiscal management staff and describe how they will be involved with this project. If staff positions are currently unfilled, provide positions descriptions that include minimum qualifications.
- Describe what precautions are taken to determine whether personnel are suitable for employment to work with youth and other program participants as well as what steps or controls are in place to assure that a high level of service will be provided to all program participants during the term(s) of the potential contract.

C. Organizational Experience:

- How do management structure, staff qualifications, and successful experience with similar projects qualify the organization to provide services? Include documentation of the success rates of previous projects, including statistical information such as customer survey results, program completion rate, job placements, etc.

D. Administrative and Fiscal Capacity:

- Provide a description of the administrative and financial management capabilities of the organization. How will contracted funds be kept separate from other funds? How will financial information be made available for monitoring and auditing purposes?

E. References:

- Provide a minimum of four professional references that have direct knowledge of your organization's performance in the provision of WIOA or related services within the last three years. If your organization has provided WIOA services, at least one reference should be from a local workforce development board chair or executive director for whom your organization has provided WIOA services and one reference should come from the state agency that administers WIOA services in a state where your organization has provided such services. If your organization is unable to provide the two specified references, attach a statement of explanation and an appropriate substitute reference of your choice. All references should include current addresses and telephone numbers.

5. Work Plan – Types of Services

For each role in the workforce system the applicant is submitting a proposal (OSO, A/DW and/or Youth), please draft a work plan describing ***all of the components of your work plan for that role***. Refer to the scope of services sought in Section III.B as a guide to what is expected to be covered in your work plan. In addition, be certain to cover the specific topics listed below for each of the different workforce system roles.

For One-Stop Operator Proposals – Discuss each of the items below, keeping in mind the requirements of WIOA and integration of WIOA and Wagner-Peyser services.

- A. Integration/Coordination within the Workforce Center:** Describe your organization's strategy for coordinating among partners in a workforce center environment. How will you ensure that partners' services are fully integrated into the range of services offered to job seeker and employer customers? How will you ensure that the integrated programs work together seamlessly?
- B. MOUs and Infrastructure Cost Sharing:** Describe how you will ensure that MOU terms are adhered to and that partners are complying with its elements, including any cost-sharing provisions. How would you handle situations where a One Stop partner is in breach of an MOU or Cost Sharing arrangement? What system would you implement in order to ensure MOUs remain up to date and are in compliance with any new state or federal policies or requirements?
- C. Communication Among Partners:** Describe how you will ensure excellent communication and collaboration among the One Stop partners. Include any successes you have had in utilizing technology as a communication tool. How will you ensure that staffing gaps are filled when a One Stop partner is unable to fulfill its staffing responsibilities due to that partner's vacation/holiday schedule, unexpected illnesses, in-house training requirements, etc?
- D. Reporting on Activities and Performance Measures:** Describe how you would report to the LWDB and its staff and to the CEOB on One Stop center activities and the performance measures of all core partners under WIOA. How would you assist in making core partner data available to the LWDB when many core partners technically are under the jurisdiction of other agencies? Please describe your familiarity with the KansasWorks reporting system and/or other similar state/local area reporting systems. You may include samples of reports you have created/or intend to create to convey this information.

For Adult/Dislocated Worker Program Proposals - Discuss each of the items below, keeping in mind the requirements of WIOA and integration of WIOA and Wagner-Peyser services.

- A. Job Seeker Outreach and Recruitment:** These activities are designed to inform potentially eligible individuals about the availability of services, and ensure access to those who could benefit most from workforce services. Services may include formal advertising, mutual referral agreements, word of mouth, face-to-face meetings, and other activities.

Discuss your proposed philosophy, approach, and implementation plan. How will you ensure that customers who can benefit most from One-Stop system services are served? How will your management of the outreach and recruitment process have a positive effect on system performance?

- B. Job Seeker Welcome Function:** The welcome function is a mix of welcoming customers, assessing service needs, and processing paperwork requirements for

enrollment into various programs. This function provides the initial determination of whether placement or development services are most appropriate.

Discuss how your organization will carry out this function in an integrated workforce center environment. How will you ensure that first-time job seeker customers are welcomed appropriately, made aware of the range of services available, and receive a needs determination sufficient to ensure that they receive appropriate services?

C. Job Seeker Placement Function: In an integrated workforce center environment, it is likely that the majority of workforce center customers will receive only placement services, so quality placement services can have a significant effect on the system's ability to meet performance goals. Placement services may include self-directed services in the resource room, workshops or other group services, and individual services such as assistance in drafting resumes.

Discuss how your organization will carry out this function in an integrated workforce center environment. How will you manage and staff these services? How will you provide support for self-service customers and ensure quality customer service? How will you coordinate with other formal and informal partners that may provide these services in a manner that serves customers well? How will you ensure that participants who receive training through the development function also receive placement services at the conclusion of their training?

D. Job Seeker Development Function: Workforce Partnership is has had great success in delivering skill development services, and it typically devotes a greater share of its resources to this function. Skill development is a broad category of services, including pre-vocational and vocational training, both in a classroom setting and through a variety of work-based learning arrangements.

- 1. Individualized Employment Plan and Case Management:** Explain your organization's methods for developing employment plans and case management in an integrated workforce center environment. How will you ensure decisions are made with maximum input from the customer and coordinated with partners? Describe your case management approach. How will you ensure that sufficient numbers of participants receive quality case management? Discuss expertise, experience, and training you require for case managers. What is an appropriate caseload for case managers? Describe case managers' methods and frequency of contacting case management participants. Describe how case management will be coordinated with other workforce center functions.
- 2. Work Readiness Services:** Describe your organization's approach to work readiness services. How do you propose to deliver these services in a meaningful, impactful way? How will work readiness services be combined with individualized employment plans, case management, and other training? How will these services be delivered in an integrated manner?
- 3. Individual Training Account Management:** Discuss how your organization will manage the ITA process. Discuss safeguards that you would use to ensure proper management of ITA expenses, including procedures for tracking ITA obligations and

expenditures, and de-obligating unexpended obligations. Discuss financial aid coordination, and how ITAs will be coordinated with other workforce center services.

4. **Work-Based Learning:** Discuss your organization's approach to work-based learning. Explain your organization's process for initiating and executing contracts, how the placements are monitored, and how they are coordinated with other services. How will you coordinate work-based learning with other forms of training? How will you ensure that the majority of training provided through the workforce system incorporates work-based learning?
- E. **Post-Placement and Job Retention Follow-up:** Discuss your experience in the provision of these services and the impact it has had on performance measures. What procedures will you use to ensure that follow-up services are routinely offered to participants? How will you carry out these services given all of the other demands on staff time?
- F. **Sector Strategies and Career Pathway Development:** Discuss your organization's experience with and approach to sector strategies and career pathway development. How will you support the LWDB's and the region's efforts to address significant industry-wide workforce challenges through sector and career pathway work? How will you coordinate workforce center services with broader sector efforts in the region?
- G. **Employer Services:** Discuss how your organization will coordinate and collaborate with the LWDB's Business Services Team, and other employer-facing staff members of our partners. How will you ensure that those job seekers completing classroom or work-based learning have the greatest access to the jobs and employers being serviced by the Business Services Team? How will your staff collaborate with the Business Services Team to help develop and implement work-based learning experiences such as OJT, Registered Apprenticeships and other work experiences?
- H. **Customer Service:** Describe your organization's philosophy regarding customer service and the experience you expect each customer to enjoy? Describe how you will ensure that all staff provide excellent customer service. Describe any specific steps you will take, including specific training, staff performance expectations, or other methods. How do you propose to measure customer service?

For Youth Program Proposals - Discuss each of the items below, keeping in mind the requirements of WIOA and integration of WIOA and Wagner-Peyser services.

- A. **Outreach and Recruitment:** Discuss your proposed philosophy, approach and implementation plan based on diverse target groups and how it relates to the workforce system in whole or in part. Discuss how your organization would recruit both in-school and out-of-school youth for the program. If incentives would be used, describe the intervals, incentive types and amounts, and reasons for providing incentives to youth participants. How will you reach out to un-served and under-served youth specifically?
- B. **Individual Service Strategy and Case Management:** Explain your organization's methods for developing individual service strategies and case management in an integrated, transformed workforce center environment. How will you ensure decisions are made with maximum input from the customer and coordinated with partners?

Describe your case management approach. How will you ensure that sufficient numbers of participants receive quality case management? Discuss expertise, experience, and training you require for case managers. What is an appropriate caseload for case managers? Describe case managers' methods and frequency of contacting case management participants. Describe how case management will be coordinated with other workforce center functions.

C. Fourteen Program Elements: WIOA now requires the following fourteen program elements be part of youth services:

- i. Tutoring
- ii. Alternative school services
- iii. Paid and unpaid work experience (summer employment, pre-apprenticeship, internships and job shadowing, and OJT).
- iv. Occupational skills training
- v. Leadership development
- vi. Supportive services
- vii. Adult mentoring
- viii. Follow-up
- ix. Comprehensive guidance and counseling
- x. Financial literacy education
- xi. Entrepreneurial skills training
- xii. Labor market and employment information about in-demand industries
- xiii. Activities that help youth prepare for transition to post-secondary education
- xiv. Education offered concurrently with workforce preparation activities and training for specific occupation.

Describe how your service strategy incorporates each of these required elements. How will each element be delivered? Where services will be delivered by partner organizations, describe existing or planned linkages with these organizations. How will each element be incorporated into a comprehensive service strategy for each youth? How will the delivery of each element affect performance measures?

D. Out-of-School Expenditure Requirement: WIOA requires that at a minimum, 75 percent (75%) of WIOA Youth funds must be used to provide youth activities to out-of-school youth. LA III is currently under a state-wide waiver of that requirement and is allowed to spend up to fifty percent (50%) of its Youth funds to provide services and activities to in-school youth (this waiver has been granted through June 30, 2020).

Discuss your organization's strategy to recruit and serve sufficient numbers of out-of-school youth to ensure that expenditures do not fall below the 50/75 percent requirement (no guarantee that the waiver will be extended beyond 6/30/2020 and thus may revert back to the 75% rule during the term of any Youth contract awarded hereunder). How will you ensure recruitment of sufficient numbers of out-of-school youth? How will you ensure that services are still available to in-school youth?

E. Work Experience: WIOA requires at a minimum that 20 percent of youth funds are spent on paid and unpaid work experience activities, including summer employment, pre-apprenticeship programs, internships, job shadowing and on-the-job training.

Discuss how you will ensure that the 20 percent minimum is met. Discuss your organizational philosophy on paid versus unpaid work experience activities. How will work experience activities fit into the Individual Service Strategies for youth participants? How will work experience activities be used for developing career pathways? Describe the strategy you will use to ensure you have the relationships and ability to set-up and structure work experiences with employers.

- F. Linkages with Schools:** Describe how your organization will ensure the establishment of solid partnerships with the wide range of schools throughout Local Area III. In what ways will your organization coordinate its activities with school systems and develop schools as a referral source?
- G. Community Linkages and Partnerships:** Discuss how your organization will identify service providers and develop relationships that will result in improved opportunities for program participants. Discuss your organization's record of community involvement and coordination with community organizations. How will your linkages with community organization enhance your ability to deliver the 14 required program elements and improve program outcomes?
- H. One-Stop Service Delivery System linkages:** Describe how the organization will coordinate service delivery with the other employment and training partners in the Kansas City region, and how services will be made part of the One-Stop service delivery system in LA III. How will services be coordinated with other WIOA partners such as the WIOA Adult and Dislocated Worker programs, Wagner-Peyser, Adult Basic Education programs and Vocational Rehabilitation services?
- I. Customer Service:** Describe your organization's philosophy regarding customer service and the experience you expect each customer to enjoy. Describe how you will ensure that all Youth staff provide excellent customer service. Describe any specific steps you will take, including specific training, staff performance expectations, or other methods. How do you propose to measure customer service?
- J. Follow-Up Activities:** How will you ensure that follow-up activities are not only made available but provided? How will you ensure case managers have good and enduring relationships with program participants?
- K. Sector Strategies and Career Pathway Development:** Discuss your organization's experience with and approach to sector strategies and career pathway development. How will you support the LWDB's and the region's efforts to address significant industry-wide workforce challenges through sector and career pathway work? How will WIOA Youth services work with broader sector efforts in the region?
- L. Serving Youth with Disabilities:** How will you intentionally reach out to and serve youth with disabilities? How will you integrate youth with disabilities into the WIOA Youth program model? Describe your organization's experience assisting youth with disabilities to address barriers to employment.

6. Performance Outcomes for Services Sought

Achievement of performance goals is a high expectation of the One-Stop Operator, and the Adult/Dislocated Worker and Youth programs. In addition to state negotiated WIOA Performance

Measures, the LWDB has also established Key Performance Indicators that it tracks on a quarterly basis. Performance incentives may be a component of the contract award for exceeding certain performance goals, and if so, are reviewed annually by the LWDB Executive Committee. State Negotiated WIOA Performance Measures for PY 2019 include:

Measure	Goal
Adult	
Employment Rate Q2 after Exit	78.7%
Employment Rate Q4 after Exit	76.6%
Median Earnings Q2 after Exit	\$6,225
Credential Attainment within 4 quarters after Exit	67.4%
Dislocated Worker	
Employment Rate Q2 after Exit	81.7%
Employment Rate Q4 after Exit	80.2%
Median Earnings Q2 after Exit	\$8,084
Credential Attainment within 4 quarters after Exit	69.0%
Youth	
Employment Rate Q2 after Exit	72.6%
Employment Rate Q4 after Exit	67.4%
Credential Attainment within 4 quarters after Exit	63.3%

In addition to the WIOA performance measures above, the State of Kansas policies require LA III to spend at least 40% of the funds available to Adult/Dislocated Workers on direct training.

Given the above sets of performance indicators, discuss your organization's approach to managing performance outcomes, including any additional indicators of performance you have experience managing and believe to be relevant to this RFP. Attach any available annual performance reports for the past two years.

7. Cost

Knowing any contract award is subject to actual PY allocations and contract negotiation, complete Attachment B (Proposed Project Budget form) for PY 2019 based on estimated contract amounts listed in Section II.J above. Budgets should reflect the cost items listed on Attachment B. Overhead costs are limited to 8% of the contract budget.

The following cost items will be handled at the LWDB staff level, and therefore **should not** be incorporated into proposed budgets:

- WIOA Administration costs
- Workforce Center facilities costs, including rent, utilities, insurance, maintenance and upkeep, security, and grounds maintenance.
- Information technology staff and network infrastructure
- Performance incentive. LA III will reserve approximately 8% of the total amount available to the contractor for performance incentive payments. This amount will be accounted for separately from other contract funds, and does not need to be included in the hypothetical budget required by this RFP, nor in budgets that will be required of the successful respondent to this RFP. Performance incentive provisions are negotiated at the beginning of each program year and performance incentive funds are awarded only on successful achievement of performance incentive standards.

Contractors will be required to submit to the LWDB's CFO an annual budget for each contract year. The CFO will provide the contractor with budget parameters (including required timelines) based on preliminary/final allocation awards on an annual basis. LWDB staff, through its CFO and Director of System Performance, conduct quarterly budget monitoring, but such monitoring does not relieve the contractor from performing its own internal monitoring.

8. Assurances & Certification

Each awarded entity shall establish and maintain a financial management system which provides for adequate control of WIOA funds and other assets; ensures the accuracy of financial data; provides for operational efficiency and internal controls to avoid conflict-of-interest situations; prevents irregular transactions or activities; and follows generally accepted accounting principles.

Each awarded entity shall ensure its financial management system meets the following standards:

1. The awarded entity's reporting procedures shall provide accurate, current, and complete disclosure of the financial results of the awarded contract grant in accordance with EDGAR and accrual reporting requirements.
2. The awarded entity shall maintain records which adequately identify the source and application of funds for activities supported by WIOA funds or other funds governed by this RFP. The service provider shall ensure the records systematically assemble information concerning WIOA and non-WIOA awards and authorizations, obligations, un-obligated balances, assets, liabilities, outlays, and income into a balance sheet for internal control purposes. Records are to be maintained by grant (title and number) and program year. Service providers are required to retain records for three (3) years and LA III must provide written permission prior to the destruction of any records.
3. The awarded entity shall maintain effective control over the accountability for all project funds, property and other assets. The service provider shall safeguard assets and shall assure they are used solely for authorized purposes. **Title to all equipment procured under a WIOA grant or other grant covered under this RFP remains with LA III.**

Each awarded entity must obtain and submit, prior to final execution of any contract, proof of insurance coverage, including general liability, property loss, worker's compensation and a fidelity bond or criminal dishonesty policy in the amount of \$100,000 or an amount equal to the contract award. The U.S. Department of Labor, the State of Kansas, or the Workforce Partnership assume no liability with respect to bodily injury, illness, or any other damages or losses, or with respect to any claims arising out of any activities undertaken as a result of the awarded contract. The awarded bidder shall ensure or otherwise protect itself concerning activities under the contract. Proof of the insurance and worker's compensation must be provided annually prior to any extensions, should the Workforce Partnership exercise renewal option(s).

Each awarded entity must agree to ensure equal opportunity to all persons in all aspects of employment and have a policy of non-discrimination toward staff and participants on the basis of age, sex, disability, race, color, religion, national origin or political affiliation. The entity must also agree to comply with the Americans with Disabilities Act.

Personnel Policies of the awarded entity must include Code of Conduct, Conflict of Interest and Confidentiality policies.

Each awarded entity will affirmatively represent any individual or entity that controls a company or organization or will perform work under this contract to have no background of crimes involving dishonesty or violence. Any conviction for a criminal or civil offense that indicates a lack of business integrity or business honesty must be disclosed. This includes (1) conviction of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract or in the performance of such contract or subcontract; (2) conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification or destruction of records, or receiving stolen property; (3) conviction under state or federal antitrust statutes; and (4) any other offense to be so serious and compelling as to affect responsibility as a contractor. Failure to disclose an offense may result in disqualification of the bid or termination of the contract. For the purpose of this section, an individual or entity shall be presumed to have control of a company or organization if the individual or entity directly or indirectly, or acting in concert with one or more individuals or entities, owns or controls 25 percent or more of its equity, or otherwise controls its management or policies.

All records generated pertaining to clients served and services provided under an award granted through this RFP are the property of Local Area III with secure custody the responsibility of the successful Applicant. Notwithstanding requirements for maintenance of records and accessibility for monitoring, oversight, and audit; original documents will be returned to Local Area III, or its designee, upon demand, completion or early termination of the contract. The contractor may retain duplicate records, at their own expense, for defense of audit or other legal action. Retention and disposal of records will be in accordance with prevailing State Policies and Procedures.

- Complete and attach:
 - Attachment A Transmittal Form and Signature Sheet
 - Attachment B Budget
 - Attachment C Certificate of Debarment & Suspension
 - Attachment D Certificate of Lobbying Activities
 - Attachment E Statement of Assurances

RFP ATTACHMENT A

**TRANSMITTAL FORM & SIGNATURE SHEET
LOCAL WORKFORCE INVESTMENT AREA III
RFP FOR WIOA ACTIVITIES**

Agency Name: _____

Director/Chairperson: _____

Address: _____

Contact Person & Position: _____

Phone No. of Contact Person: _____

Type of Agency (School, Non-Profit Corp., etc.) _____

For which workforce system roles are you submitting a proposal (check all that apply)?

WIOA One-Stop Operator

WIOA Adult/Dislocated Worker Program

WIOA Youth Program

Is Your Organization a SMALL, MINORITY OR FEMALE owned Business?

YES NO

If Yes, indicate the appropriate category(s): SMALL MINORITY FEMALE

The undersigned hereby certifies that the information in this proposal is correct to the best of their knowledge and belief.

Organization's Authorized Signature

Date

Name and Title (Printed)

Date

RFP ATTACHMENT B

LOCAL WORKFORCE INVESTMENT AREA III PROPOSED PROJECT BUDGET

PROPOSER NAME:

PROJECT DATES: July 1, 2019 to June 30, 2022

ITEM

Staff Salaries

Fringe Benefits

Supplies (including postage, copying/printing, etc.)

Communications

Travel

Equipment

Premises

Participant Training (itemize the various types of training: OJT, work experiences, etc.)

Participant Assessments

Supportive Services

Overhead

TOTAL PROJECT BUDGET

Note: Budget must include an attached Narrative Budget explaining above costs in sufficient detail to identify the WIOA goods and services being purchased under this RFP.

**RFP ATTACHMENT C
KANSAS SERVICE PROVIDER
CERTIFICATE OF DEBARMENT AND SUSPENSION**

SERVICE PROVIDER: _____

DEBARMENT AND SUSPENSE REGULATIONS

Sub-recipients and their Contractors are to require applicants for Federal assistance funds to submit a Certification of Debarment and Suspension. Sub-recipients and their subgrantees may reply on the certification document and are not required to check the List of Parties Excluded from Procurement of Non-Procurement Programs prior to approving contract. The Certificate, however, must be on file with the Sub-recipient for each covered transaction.

COVERAGE: Covered transactions include, but are not limited to, grants, cooperative agreements, payment or specified use and subcontracts. Non-mandatory awards to Sub-recipients are also covered by the regulations, e.g. competitive awards to Sub-recipients.

Sub-tier grantees are those below the level where funding is an entitlement of is mandatory. These include all grantees other than States, State agencies and LAs. The requirement to obtain a signed certificate is only for procurement of more than \$25,000.00 except for procurement of services, regardless of the amount, under which the person providing the services will have critical influence on or substantive control over the covered transaction.

EXCEPTIONS: Exempt from the regulations are: 1) Grants which are statutory entitlements or mandatory awards. 2) Procurements (contracts) of goods or services for amount less than \$25,000.00 are exempt from the regulations except in those instances in which the person providing the services will have a critical influence or substantive control over the transaction. If the Sub-recipient has individual contracts of less than \$25,000.00 with a specific contractor, but when the individual contracts are added together total more than \$25,000.00, the Sub-recipient is required to secure a Certificate of Debarment and Suspension from the contractor.

**CERTIFICATION OF DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER COVERED TRANSACTIONS**

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

The prospective recipient of federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participation in this transaction by any federal department or agency.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such a prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Official (Print)

Signature

Date

**RFP ATTACHMENT D
KANSAS SERVICE PROVIDER
CERTIFICATE OF LOBBYING ACTIVITIES**

SERVICE PROVIDER NAME: _____

THE UNDERSIGNED CERTIFIES, TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, THAT:

- [1] No Federal appropriated funds have been paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, or 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 any modification of any Federal contract, grant, loan, or cooperative agreement.
- [2] If any funds other than Federal 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 Form to Report Lobbying," in accordance with its instructions.
- [3] The undersigned shall require that the language of this certification to be included in the award documents for all (over \$100,000) subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all (over \$100,000) subrecipients shall certify and disclose accordingly.

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 BY 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 AND NOT MORE THAN \$100,000 FOR EACH SUCH FAILURE.

Authorized for the Provider:

Provider Representative and Title (Printed)

Signature

Date

**RFP ATTACHMENT E
LA III SERVICE PROVIDER
STATEMENT OF ASSURANCES**

The undersigned party acknowledges and assures that (Provider Name)

_____ and all of its employees responsible for providing the services for which it has applied will abide and comply fully with all state, federal, and local, laws, ordinances, rules, regulations and/or executive orders, including but not limited to provisions of the laws listed below:

- WIOA Section 188, which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I-financially assisted program or activity;
- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Americans with Disabilities Act (ADA) of 1990 which prohibits discrimination against qualified people with disabilities based on disability;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age;
- Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs;
- The Kansas Acts Against Discrimination;
- 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the Provider's operation of the WIOA Title I-financially assisted program or activity, and to all agreements the Provider makes to carry out the WIOA Title I-financially assisted program or activity. The undersigned understands that the United States has the right to seek judicial enforcement of this assurance.

Signature of Authorized Official

Date

Name and Title (Printed)