



**Lincoln Trail Workforce Development Board  
Request for Proposal**

**Outreach Services**

**Services to be performed  
(July 1, 2022 – June 30, 2024)**

**December 28, 2021**

**Lincoln Trail Workforce Development Board**  
**Request for Statement of Proposal**  
**Outreach Services**

The Lincoln Trail Area Development District (LTADD), local subgrant recipient for the Lincoln Trail Workforce Development Board (LTWDB) seeks proposals from an individual or a communications firm to develop and maintain an effective internal and external communications strategy for the Board, and for its “retail side” – Kentucky Career Center – Lincoln Trail. In addition, the communication strategy must be designed to inform the business community, job seekers and out-of-school youth, ages 18-24. The Lincoln Trail Workforce Development Area covers eight central Kentucky counties – Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington.

**Background**

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law July of 2014. The Act provides for increased flexibility for local workforce boards to prioritize needs for their local/regional economies and to respond to the need in more efficient and effective ways. In the National Association of Workforce Board’s publication “The Workforce Innovation and Opportunity Act (WIOA) ‘Driving Innovation, Collaboration and Performance’ it says WIOA seeks to increase innovation and opportunities by:

**Innovation**

- How the systems works collaboratively to serve both business and jobseekers;
- Increase opportunities for individuals with significant barriers, including those with disabilities to access competitive employment; and
- How we use technology to increase the prosperity of the workforce.

**Opportunity**

- Businesses are able to fill open positions with highly skilled/qualified applicants;
- Individuals who have significant barriers to employment are able to access education and training that leads to employment recognized credentials and jobs that pay well; and
- The workforce system is aligned strategically with social services, education and economic development.” (NAWB)

The workforce system envisioned by WIOA is characterized by three critical hallmarks of excellence:

- The needs of business and workers drive workforce solutions;

- One-Stop Centers provide excellent customer service to job seekers and employers and focus on continuous improvement; and
- Workforce system support strong regional economies and plays an active role in the community and workforce development.

### The Role of the Board

The Workforce Innovation and Opportunity Act (WIOA) was enacted to provide local areas the flexibility to collaborate across systems in order to more effectively address the employment and skills needs of current employees, job seekers, and most importantly employers. To accomplish this, boards need to develop a stronger alignment of workforce, education and economic development systems as well as improve the structure and delivery of the system. One of the most significant roles a local workforce development board can play is that of convening, brokering, and leveraging between the various systems to ensure its region's employers are competitive; its workforce is skilled and the systems are working in concert so the return on their investments are measurable, achievable and effective in making the region grow and prosper.

The Act identifies multiple functions for the local workforce development board:

- Develop and submit local and regional plans;
- Conduct workforce research and regional labor market analysis;
- Convene, broker and leverage other workforce development system stakeholders, expertise and resources;
- Engage employers in the region;
- Develop career pathways with education programs;
- Identify and promote proven and promising practices;
- Develop strategies for using technology to maximize access and effectiveness of system;
- Conduct program oversight;
- Negotiate local performance accountability;
- Select operators and providers;
- Coordinate with education providers;
- Budget and administration; and
- Assess accessibility of one-stop centers.

In order for the local workforce development board to develop and deploy a comprehensive workforce strategy, it requires an understanding of the complex private and public systems. Today's local boards now have an opportunity to have a greater impact on their local communities by being the centralized convener, collaborator and host for community conversations. Simply stated, boards must learn to be more innovative and create opportunities. And that requires the development of a strategic communications plan.

## The Role of the One Stop System

The U.S Department of Labor issued TEGL WIOA No: 4-15 on August 13, 2015 which describes the vision for the One-Stop Delivery System under the Workforce Innovation and Opportunity Act. (TEGL 4-15 is attached as a reference in [Exhibit E](#). In the TEGL, it describes the lessons learned since communities in the 1990's began piloting one-stop centers under the Job Training Partnership Act. Over time, it has been demonstrated that a job-driven system is one that results in linking our nation's diverse talent with employers and businesses. One-stop (Career Centers) centers are a valued community resource an important source of assistance for those looking for work or workers, and those looking for opportunities to grow their careers.

The Act recognizes the value of the system and provides it with important tools to enhance the quality of its centers. It strengthens the ability of states, regions and local areas to align investments in workforce, education, and economic development to regional in-demand jobs. It places greater emphasis on achieving results for job seekers, workers and business, and it reinforces the partnerships and strategies necessary for centers to provide job seekers and workers with high-quality services, education and training and supportive services need to obtain good jobs and stay employed. It also assists business find skilled workers and access other services to benefit their current workforce.

## WIOA Youth Programs

Youth programming makes a dramatic shift in its targeted service population. Under the previous program, the Workforce Investment Act, seventy percent (70%) of funding had to be targeted for services to in-school youth, ages 14 -21. The Workforce Innovation and Opportunity does an about face and stipulates seventy-five percent of youth funding must be **expended** on out-of-school youth, age 16 -24. That out-of-school youth must not be attending school and have at least one (1) or more of nine (9) statutorily identified barriers. The Act identifies fourteen elements that **must be made available** to all program eligible youth. This dramatic shift not only presents new and exciting opportunities for this population but also presents challenges in how to reach this historically difficult group and identifying the appropriate media platform in which to communicate to them.

## Project Scope

The Lincoln Trail Workforce Development Board (LTWDB) is seeking an individual or communications firm to develop a valued presence and voice in the region through outreach, advocacy and education to key constituencies, stakeholders and customers and the design and deployment of 21<sup>st</sup> century outreach strategies to attract defined segments. The LTWDB wants to become the valued strategic convener for setting goals and developing strategies for the entire regional human talent development community. The successful bidder will be required to

implement a strategy that is consistent with and supports the strategic plan currently being implemented.

The second portion of the outreach strategy design and deployment shall focus on the “retail side of the house” – Kentucky Career Center – Lincoln Trail and the American Job Center network. The Kentucky Career Center brand represents what the career centers are and what we stand for. The American Job Center network represents the same on a national level. It should discuss the services available to its two primary customers – employers and job seekers. There should be no delineation of agencies but a systemic integrated discussion regarding services and opportunities available through the Kentucky Career Centers – Lincoln Trail. The brand promises to provide employers with a qualified, skilled workforce and the people of Kentucky with career, job training and educational opportunities.

The board has the responsibility for oversight of the one stop system and it is vital the strategy/messaging reflect the evolution of the system and more importantly the system is better integrated to become a highly valued asset to employers and job seekers. The work of the board and the system must be talent-driven, technologically savvy and innovative.

The final portion of the strategy should focus on out-of-school youth – ages 18 -24 and how we can utilize the various social media platforms frequented by youth to reach and provide them with valuable information regarding career choices, training opportunities and where there are services available. Appropriate messaging to the youth is critical as are the platforms selected for the delivery of the strategy.

All strategies must be implemented and directed to a number of key audiences including methodologies for reaching a highly valuable asset in the region – military veterans. Secondary audiences include but are not limited to:

- State and local officials
- State and local economic development officials
- State and local education partners including KCTCS, secondary systems, and community foundations that support education initiatives
- Fort Knox Leadership
- Private foundations willing to invest in the regional workforce system
- Major trade and professional associations (e.g., KY Association of Manufacturers, KY Chamber of Commerce, Local Chambers of Commerce, etc.)
- Labor organizations
- CEOs and HR professionals
- Military families and veterans
- Quasi-governmental groups,
- Community Based Organizations

- SHRM – Society for Human Resource Management
- Media, including local and regional outlets.

## **Scope of Work**

The selected consultant/individual/communications firm will assist the board with the development of a strategic communications plan, including:

- Mission statement to establish the strategic view of success for the plan, its goals and strategies.
- Goals sufficient to realize the vision.
- Strategies and action steps required informing the implementation of the plan at the local level.
- Identify the stakeholders in the local system required to achieve success.
- A process, which, includes stakeholder, board and community engagement and input.
- Outline communications strategies, procedures, and policies for both internal and external stakeholder engagement.
- Design an effective and strong social medial/digital outreach strategy/presence.
- Address the design, production and dissemination of collateral materials.
- Guide website content development.
- Guide print and broadcast media engagement/outreach.
- Establish metrics for evaluating the success of the communications/outreach efforts.
- Develop training protocols and materials for use by the board, its staff and one-stop system partners regarding messaging and outreach.
- Develop a protocol for the business services team regarding messaging and outreach of the services available to employers in the local one stop system.

All outreach methods proposed should include an emphasis on the following questions:

- What does it mean to address issues as a workforce region?
  - What is the best way to create meaningful connections among regional players in the workforce, education and economic development areas?
  - Who are other relevant players in the system?
  - Which trends are likely to have the greatest impact on the region going forward?
  - Are there local financial resources that can be accessed to expand workforce system responses?
  - How do we use our assets and strategies to position the region for success?
  - Do the targeted sectors as identified by the KY Economic Development Cabinet; accurately reflect the employment opportunities for our region?
- They are as follows:

- Construction, Healthcare, Manufacturing, Transportation, Distribution and Logistics, and Business and Technical Services.
- What career pathways do we need to develop?
- What do we already have that is working?
- What are the “missing links” needed for success?
- Do the sectors identified, lead to self-sustaining wages and career opportunities?
- What factors will determine success? (Must identify metrics to define and track return on investment.)
- How do we emerge post-pandemic and become a valued asset for workforce solutions in the region?
- How do we encourage individuals to rejoin the workforce?
- How do we plan for the arrival of Ford/SK Innovations at the Blue Oval Battery Park and the other companies that will follow over the next four plus years?

### **Deliverables**

● Request for Proposal issued	-	December 28, 2022
● Letter of Intent	-	January 12, 2022
● Question and Answers	-	January 26, 2022
● Proposals due	-	March 2, 2022
● Project review and possible interview	-	March/April 2022
● Board consideration	-	May 2022
● Contract negotiation and signed	-	Prior to June 30, 2022
● Contract begins	-	July 1, 2022
● Contract ends	-	June 30, 2024*

\*NOTE: Contract is renewable for up to three (3) additional years.

\* Consideration for funding could be acted upon by Executive Committee if full board agrees. Notification will be sent to all bidders once final determination is made.

\*\* Consultant/individual/communications firm will be required to work closely with a WDB committee to be determined/named by the Chair while developing strategy and engagement with community stakeholders and then on an on-going basis for plan refinement, etc.

Transition of all existing files/artwork, etc. from existing provider must occur on or before June 1, 2022.

### **Bidder Qualifications/Requirements**

The Lincoln Trail Area Development District seeks a consultant/individual /communications firm with documentable experience, capacity and subject matter

expertise required to provide the services above. In your response, please provide the following evidence:

- Experience of you/your firm and its principals in the public relations field.
- Experience and capacity with social media platforms/target audiences and website development.
- Strategy for designing and implementing a strategic workforce development communications plan.
- Provide resumes or bios for key members assigned to work on this project.

### **Collaborative Projects/Subcontracting**

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

### **Period of Performance**

Any contract awarded as a result of this procurement is contingent upon the availability of funds.

The period of performance for any contract resulting from this RFP is tentatively scheduled to begin on or about July 1, 2022 and will end on June 30, 2024. Amendments extending the period of performance, if any, shall be at the sole discretion of the Workforce Development Board and its agent, the Lincoln Trail ADD. Amendments to extend the contractual arrangement for an additional three one-year periods may be made at the discretion of the LTWDB and its agent, the Lincoln Trail ADD.

### **Budget/Available Funds**

In developing your proposal, please provide a 2-year budget and budget narrative that provides a menu of options (to the extent possible at this early stage) for the outreach strategies. You will need to submit three separate budgets and corresponding narratives- one for the board, one for the “retail side” – KY Career Center – Lincoln Trail and one for out-of-school youth.

## **General Information**

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

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

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

## **Issuance of Questions and Answers**

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

## **Submission of Proposals**

Consultants are required to submit (one unbound original and one electronic copy) of the proposal. The original must contain original signatures. The proposal whether mailed or hand delivered, must arrive at the LTADD no later than **12:00 pm (Eastern) on March 2, 2022**. The proposal is to be sent to the RFP Coordinator at the appropriate address listed above. If mailed, the envelope should clearly be marked to the attention of the RFP Coordinator.

Consultants mailing proposals should allow normal delivery time to ensure timely receipt of the proposals by the Coordinator. Consultants assume the risk for the method of delivery chosen. The LTADD assumes no responsibility for delays caused by any service. Proposals may not be transmitted using electronic media such as fax or email transmission.

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

## **Revisions to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all potential consultants who have received the RFP. For this purpose, the published questions and answers document and any other pertinent information shall be provided as an addendum to the RFP.

## **Responsiveness**

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in the RFP. Failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

## **Contract, General Terms and Conditions**

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

## **Costs To Propose**

The LTADD will not be liable for any costs incurred by the vendor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

## **No Obligation to Contract**

This solicitation does not obligate the LTADD to contract for services specified herein.

## **Rejection of Proposals**

The LTADD reserves the right at its sole discretion, to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## **Commitment of Funds**

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

## **Proposal Format**

Following the prescribed sequence, each proposal should include:

- Letter of Submittal (Cover Letter) – One original letter of submittal and the attached Certification and Assurance form (Exhibit A to this RFP must be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., President, Executive Director, managing partner or proprietor. Along with introductory remarks, the letter is to include by attachment, the following information about the vendor and any proposed subcontractors:
  - Name, address, principal place of business, telephone and fax numbers, email address of legal entity or individual with whom the contract would be written.
  - Name, address and telephone number of each principal officer.
  - Legal status of consultant (sole proprietorship, partnership, corporation, etc.) and the year the entity was organized to do business, as the entity now substantially exists.
  - Federal Employment Tax Identification Number (FEIN).
  - Location of the facility from which the consultant would operate.
  - Identify any LTADD employees or former LTADD employees employed or on the consultant's governing board as of the date of the proposal. Include their position and responsibilities within the consultant's group. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the consultant may be disqualified from further consideration for the award of a contract.
- Summary of qualifications of responding organization, including experience of individuals involved with the organization and assigned to this project.  
(Please attach resumes.)
- Description of proposal to produce desire project.
- Project timeline. Should include timeframe for working with the LTWDB and staff.
- Detailed proposal budget – should include a budget narrative as well.
- Proposal must be signed by an authorized official of the proposer's organization and must contain all required forms and signatures as specified. Contact person for follow up questions should also be identified.

## **Evaluation Procedure**

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. An evaluation team, designated by the Lincoln Trail Workforce Development Board (LTWDB), which will determine the ranking of proposals, shall conduct the evaluation of proposals. The LTWDB, at its sole discretion, may elect to select the top scoring proposals as finalists for an oral presentation.

## Evaluation and Scoring

A review panel will evaluate all proposals that pass the initial compliance review. Each reviewer will independently review and score proposals on a 100-point scale using the following criteria:

<b>Demonstrated experience on similar projects</b>	<b>20 points</b>
Must have demonstrated experience. Must have experience with public/private entities. Include examples of work, clients, and reference, etc.	
<b>Project Team Structure/Internal Controls</b>	<b>20 points</b>
<b>Staff Qualifications/Availability</b>	
The Consultant/Firm must commit staff and/or subcontractors identified in its proposal who will actually perform the assigned work. Consultant(s) team must be in communication with the LTWDB committee on a continuing basis to ensure quality of the ongoing project. Any staff substitution must have prior approval from the LTADD and LTWDB.	
<b>Proposed Methodology</b>	<b>35 points</b>
Specify how Consultant/Firm will organize and execute the work described in Project Activities and Deliverables. The RFP evaluation process is designed to award this procurement not necessarily to the consultant of least costs, but rather to the consultant whose proposal best meets the requirements of the board and the requirements as stated in this RFP. Bidders will be required to describe in detail what methodologies they would use in conducting this study; so that proposals can be evaluated on such criteria as comprehensiveness of approach, responsiveness of proposed method, desired outcomes, timeframes, creativity of project design, etc.	
<b>Overall Responsiveness to the RFP</b>	<b>20 points</b>
The RFP evaluation process will review each proposal with the ultimate goal in mind of assisting in the preparation of a Regional Strategic Communications Plan for the Lincoln Trail Workforce Development Board. This will include consideration of the work product as the foundation <u>and</u> driver of regional initiatives.	
<b>Budget Justification</b>	<b>5 points</b>
Consultant/Firm is to submit a budget including staff cost and any travel or other expenses necessary to accomplish the tasks and to produce the deliverables under the contract. Cost reasonableness and competitiveness will be evaluated as one factor, but lowest bid will not be the decisive factor. Budget narrative also accurately explains the proposed expenditure in sufficient detail to warrant the proposed costs.	

**TOTAL POINTS AVAILABLE: 100**

**Exhibit A**  
**Certifications and Assurances**

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

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

8. No attempt has been made or will be made by the Proposed to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

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Signature of Proposer

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Consultant/Firm

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Title

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Date

## **Exhibit B**

### **General Assurances and Certifications**

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

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

1. The bidder is authorized by its Board of Directors, Trustees, other legally qualified officer or as the owner of this agency or business to submit this proposal.
2. The bidder organization is not currently on any federal, Commonwealth of Kentucky, or local Debarment List.
3. The bidder organization will provide records to show that it is fiscally solvent and will provide any other information and/or accept an appointment for interview, if needed.
4. The bidder has, or will have, all of the fiscal control and accounting procedures needed to ensure that WIOA funds will be used as required by law and contract.
5. The bidder will abide by all fiscal and program requirement as provided in the WIOA and federal regulations.
6. The bidder will abide by record retention requirements contained in 29 CFR 95.53 or 29 CFR 97.42 and any applicable state retention schedules.
7. The bidder will abide by the policy on debarment and suspension regulations as established in accordance with 29 CFR Part 98.
8. The bidder will abide by Equal Employment Opportunity – All Contractors shall contain a provision requiring compliance with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity" and E.O. 13672, as supplemented by regulations at 41 CFR Part 60, "Office of Federal Agreement Compliance Programs, and Equal Employment Opportunity Department of Labor."
9. The bidder will abide by The Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each Contractor or subcontractor shall be prohibited from inducing, by any means, any person employed in the construction,

completion, or repair of public work, to give up any part of the compensation to which one is otherwise entitled. The recipient shall report all suspected or reported violations to the federal awarding agency.

10. The bidder will abide by The Davis-Bacon Act as supplemented by US Department of Labor regulations (29 CFR Part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction"). Under this Act, Contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of Labor. In addition, Contractors shall be required to pay wages not less than once a week. The recipient shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation and the award of an Agreement shall be conditioned upon the acceptance of the wage determination. The recipient shall report all suspected or reported violations to the federal awarding agency.
11. Proprietary Information. During both the Agreement timeframe and after its completion, the Contractor agrees to keep and hold all Proprietary Information disclosed by the LEO Governing Board, LWDB, partnering entities, affiliates, customers, or vendors of the local workforce development area in strict confidence and trust. Proprietary Information being that information of a confidential or secret nature, which includes, but is not limited to, marketing plans, product plans, business strategies, financial information, forecasts, personnel information, and customer lists.

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

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

**The bidder will not:**

- Use WIOA funds to assist, promote, or deter union organizing;

- Use WIOA funds to employ or train persons in sectarian activities; or
- Use WIOA funds for lobbying.

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

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Name and Title of Authorized Representative

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Signature

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Date

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Name of Applicant Organization

## **Exhibit C**

### **Debarment Certification**

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

##### **Primary Covered Transactions**

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##### **Applicant**

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##### **Organization**

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##### **Applicant Organization Address**

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

1. The prospective primary participant (i.e. Local grant subrecipient) certifies to the best of its knowledge and belief, that it and its principles:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
  - b. Have not within a three-year period preceding this renewal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making also statements, or receiving stolen property;
  - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of the offenses enumerated in paragraph (1)(b) of this certification; and

- d. Have not within three-year period preceding this application/renewal had one or public transactions (federal, state or local) terminated for cause or default.
- 2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application/renewal package.

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Name and Title of Authorized Representative

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Signature

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Date

**Exhibit D**  
**Non-Collusion Affidavit**

Commonwealth of Kentucky

County of \_\_\_\_\_

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

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Signature of Authorized Representative

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Print or Type Name

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

Notary Public

County of

Commission Expiration Date

## **Exhibit E**

### **Grievance Procedures**

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

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

#### **GRIEVANCE PROCEDURE:**

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

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

If no decision is reached within sixty (60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet - Department for Workforce Investment, 500 Mero Street, Frankfort, KY 40621. Policies required and/or issued by the Department for Workforce Investment will govern this process.

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

If no decision is reached within sixty 60) days or either party is dissatisfied with the local hearing decision, either may appeal to the Kentucky Education and Workforce Development Cabinet – Department for Workforce Investment, 500 Mero Street, Frankfort, KY 40601. Policies required and/or issued by the Department for Workforce Investment will govern this process.

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

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

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Customer/Participant/Interested Party Signature

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Date

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Signature of Lincoln Trail WDB Staff

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Title

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Date