

750 S. Provident Way • Elizabethtown, KY 42701  
Phone: 270-769-2393 • TDD: 800-247-2510 • Fax: 270-769-2993  
Equal Opportunity Employer M/F/D/V/SO

# REQUEST FOR PROPOSALS (RFP)

## One Stop Operator (OSO)

### Issued By:

Lincoln Trail Workforce Development Board  
750 S. Provident Way  
Elizabethtown, KY. 42701  
[www.ltadd.org](http://www.ltadd.org)  
[www.ltcareercenter.org](http://www.ltcareercenter.org)

### Release Date:

February, 24, 2025

### Proposal Due Date:

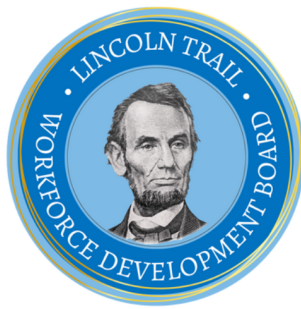
March 24, 2025

### Submission Instructions:

All RFP submissions must include all items listed in Section XXV of the RFP, as described herein. Proposals will be accepted at the Lincoln Trail Area Development District (LTADD) Office, 750 South Provident Way, Elizabethtown, KY until **Monday, March 24, 2025 at 4:30 pm EST**. Proposals must be submitted in a sealed envelope with the return address and the words Proposal for WIOA One Stop Operator clearly marked on the outside of the envelope. Respondents will include one original and eight (8) copies of the entire proposal response.

### Point of Contact:

Beth Roberts  
Workforce Director, Lincoln Trail Workforce Development Board  
[beth@ltadd.org](mailto:beth@ltadd.org)  
270-982-5256



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**I. Request for Proposal:** The Lincoln Trail Workforce Development Board (LTWDB) is soliciting proposals for qualified and experienced entities to serve as the One Stop Operator (OSO) for the local workforce area under the Workforce Innovation and Opportunity Act (WIOA). The selected operator will coordinate service delivery among partner programs and ensure seamless access to workforce development resources in the Lincoln Trail region, which includes Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington Counties. There are five (5) Career Centers in the Lincoln Trail Workforce Development area: one (1) Comprehensive Career Center in Elizabethtown, three (3) Affiliate Career Centers in Bardstown, Lebanon and Leitchfield, and one (1) Access Point at Ft.Knox.

**II. Issued by:**

Lincoln Trail Workforce Development Board  
750 S. Provident Way  
Elizabethtown, KY. 42701  
Beth Roberts [beth@ltadd.org](mailto:beth@ltadd.org); 270-982-5256

**III. RFP Release Date:** February 24, 2025

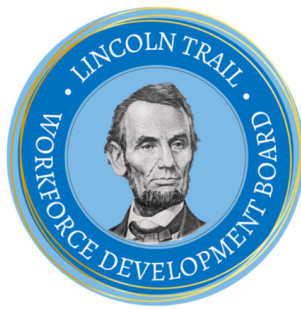
**IV. Proposal Due Date:** March 24, 2025

**V. Point of Contact:** Letter of intent to apply and questions concerning bid requirements should be directed to Workforce Director Beth Roberts at [beth@ltadd.org](mailto:beth@ltadd.org). RFP questions are due by March 5, 2025 at 4:30 PM EST. Include RFP One Stop Operator in the subject line of all email correspondence. Letter of intent to apply is due by March 14, 2025 at 4:30 PM EST.

**VI. RFP Submission:** All RFP submissions must include all items listed in Section XXV of the RFP, as described herein. Proposals will be accepted at the Lincoln Trail Area Development District (LTADD) Office, 750 South Provident Way, Elizabethtown, KY until **Monday, March 24, 2025 at 4:30 pm EST**. Proposals must be submitted in a sealed envelope with the return address and the words Proposal for WIOA One Stop Operator clearly marked on the outside of the envelope. Respondents will include one original and eight (8) copies of the entire proposal response.

**VII. Addendums to RFP:** In the event it becomes necessary to revise any part of the RFP specifications, any potential bidder who submitted a letter of intent will be provided any and all addendums to the RFP information.

**VIII. Late Submittal and Late Modifications:** Submittals received after the due date and time will not be considered. Modifications received after the opening date will not be considered, unless requested by the LTWDB. LTWDB assumes no responsibility for the premature opening of a proposal not properly addressed and identified, and/or delivered to an improper designation.



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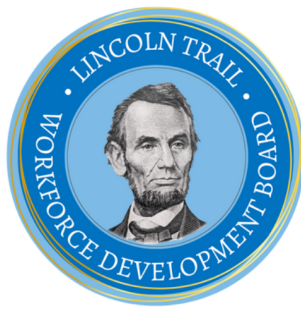
**IX: Confidential and Proprietary Information:** Per KRS 61.878 (1) (c), to the extent that a proposal includes proprietary and confidential information, bidder shall mark the information as such and is assured that LTADD, in compliance with KRS Chapter 61, shall maintain the confidentiality of such information and exempt such from open or public disclosure until such time as a contract is awarded and then shall release it only to the extent required by the KY Open Records and Open Meetings Acts.

**X. Rejection or Cancellation of Proposals:** LTWDB reserves the right to act in its best interest in this determinations process, to waive all technicalities, and to select the most responsible, responsive, and best evaluated proposal. LTWDB shall be the sole judge of the company's ability to meet the requirements set forth. Its decision in determining responsible and responsive bidder(s) will be final. The LTWDB reserves the right to delay, amend, reissue, or cancel any or all of the RFP at any time without prior notice. The LTWDB reserves the right to reject any or all proposals, to accept or reject any or all items in any proposal, and to award contracts in whole or in part as is deemed to be in the best interest of the LTWDB. The LTWDB reserves the right to negotiate the final terms of the contract with the successful bidder.

**XI. Minimum Acceptance Period:** Proposals shall be valid and may not be withdrawn for a period of 180 days from the date specified for receipt of proposals. All expenses involved with the preparation and submission of the proposal to LTWDB, or any work performed in connection therewith, is the responsibility of the bidder(s).

**XII. Scope of Work:** The Lincoln Trail Workforce Development Board is seeking a qualified and experienced entity to manage and provide oversight for services and activities provided through the Kentucky Career Centers in the Lincoln Trail Workforce Development area.

- **Coordinate Service Delivery**
  - Coordinate service delivery to facilitate collaboration among required WIOA partners, including but not limited to Title I, Title II, Title III, Title IV programs, and other community-based organizations.
- **Operational Oversight**
  - Demonstrate effective operation of the One Stop Centers, maintaining compliance with federal, state, and local WIOA regulations.
  - Execute the Memorandum of Understanding and Infrastructure Funding Agreement according to established schedule so all partners are actively participating and contributing fair share costs associated with the system.
- **Business Services**
  - Oversee Business Services to effectively engage employers and provide services to assist with recruitment, hiring and retention needs.



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- **Accessibility Compliance**
  - Promote equal opportunity for all participants, ensuring accessibility in compliance with the Americans with Disabilities Act (ADA) and other applicable regulations.
- **Performance and Accountability**
  - Develop, monitor and report outcomes and performance metrics in alignment with WIOA guidelines and the Lincoln Trail Workforce Development Board’s recommendations.
- **Continuous Improvement**
  - Implement strategies to measure and improve customer satisfaction, service efficiency, and workforce outcomes for business and jobseeker customers.

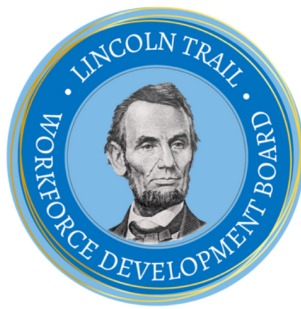
**XIII. Timeline:**

RFP Released	February 24, 2025
Deadline for Questions	March 5, 2025
Pre-RFP Mandatory Conference	March 10, 2025
Letter of Intent to Submit Due Date	March 14, 2025
Proposal Due Date	March 24, 2025
Selection Announcement	June 17, 2025
Contract Start Date	July 1, 2025

**XIV. Mandatory Conference:** A mandatory conference will be held at 1:00 PM EST on March 10, 2025. Bidders may attend in person at the LTADD office or virtually with the following link: <https://v.ringcentral.com/join/773845844>  
Submit questions prior to the conference by emailing them to Beth Roberts at [beth@ltadd.org](mailto:beth@ltadd.org) by March 5, 2025. Submitted questions will be answered at the meeting. RFPs submitted by those failing to attend will be disregarded and rejected.

**XV. Criteria Evaluation:** Proposals will be screened for compliance with the federal and state WIOA requirements and compliance with the specifications of this RFP. The proposal should clearly address the below criteria. The OSO Proposal Evaluation Committee will include LTWDB members and staff. LTWDB reserves the right to request additional information or request oral presentations from bidders.

- **Criteria**
  - Organizational Capacity and Experience
  - Service Delivery Plan (include staffing plan)
  - Performance Management Plan
  - Budget and Cost Proposal for July 1, 2025-June 30, 2026



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- Overall Quality of Proposal
- References (provide two (2) references)

**XVI. Contract Award:** The recommendation of the OSO Proposal Evaluation Committee will be presented to the full Workforce Development Board at its quarterly meeting on June 17, 2025. All contract awards will be considered provisional, pending receipt of any additional documentation regarding qualifications and/or any other areas of concern.

The contract must be fully executed by all parties before any charges, fees, or payments can be incurred or processed. No obligations, financial or otherwise, shall be enforceable until all parties have signed and delivered the fully executed contract to one another.

The LTWDB reserves the option to use this procurement to increase or decrease workforce services and funding within the region based upon funding availability and the best interest of the LTWDB.

**XVII. Contract Period:** The contract period will begin on July 1, 2025. Contract length is negotiable and will be determined in the final agreement. The term cannot exceed four (4) years. The LTWDB may choose to renew the contract annually for up three (3) additional years, based on availability of funds, contract performance, and the workforce needs of the Lincoln Trail Workforce Development Area. The contract awarded will be on a cost reimbursement basis within the approved budget.

**XVIII. Insurance Requirements:** The vendor/contractor shall purchase and maintain insurance with an insurance company licensed to do business in the State of Kentucky at all times during the term of any contract with LTADD, in full force and effect. Vendor/Contractor shall provide said insurance at its own expense. Such insurance shall be provided and will protect the vendor/contractor from claims which may arise out of or result from the vendor/contractor's execution of the work, whether such execution be by himself, his employees, agents, or by anyone for whose acts any of them may be liable. All policies must name LTADD as an additional insured. Where applicable, LTADD requires a current and valid certificate or binder showing insurance coverage as follows:

- General Liability: \$1,000,000 each occurrence
- Professional Liability (E&O): \$1,000,000 each occurrence (or per claim)
- Auto Liability: \$1,000,000 combined single limit
- Workers Compensation: Part A-Statutory Limits; Part B-\$1,000,000
- Umbrella Liability: \$5,000,000 each occurrence

**XIX. Designated Contact:** The contractor/vendor shall appoint a person or persons to act as a primary contact with LTADD. This person or back-up shall be readily available 24/7 by phone or in person, and shall be knowledgeable of the terms and procedures involved.



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**XX. Taxes:** The company shall bear and discharge all taxes associated with its operation while under contract with LTADD.

**XXI. Open Records Act:** All materials submitted in connection with this proposal will be public documents and subject to the Open Records Act and all other laws of the Commonwealth of Kentucky, the United States of America, and the open records policies of LTADD. All such materials shall remain the property of LTADD and will not be returned to the respondent.

**XXII. Inspections:** LTADD reserves the right to inspect the vendor/contractor's equipment and any and all documents at any time or point during the normal work day that pertain to the contract.

**XXIII. Termination:** The LTWDB may terminate the contract with the winning bidder at any time if, after notice and reasonable opportunity to cure any such defaults, the One Stop Operator continues to fail to provide the required services by providing thirty (30) days advance written notice to the designated representative of the company. The LTWDB may also terminate the contract with the winning bidder based upon funding availability.

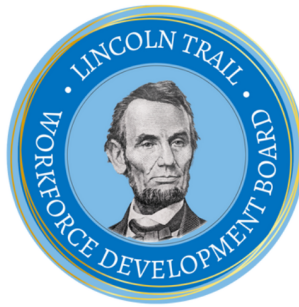
#### **XXIV. Proposal Requirements**

- **Proposal Cover Page (Attachment A):** Organization name, address, contact person and signature of authorized representative
- **Executive Summary**
- **Narrative-Twenty five (25) page limit:**
  - **Organizational Capacity and Experience:** Description of relevant experience managing similar programs
  - **Service Delivery Plan:** Strategy for coordinating partner programs and delivering services
  - **Performance Management Plan:** Description of how outcomes will be tracked and reported
- **Budget and Cost Proposal (Attachment B):** A one (1) page narrative may be included for comments regarding the budget
- **References:** Two (2) references from organizations for which similar services have been provided

#### **XXV. Required Documents for Submission:**

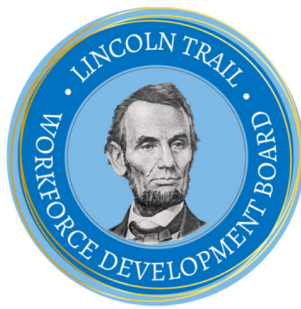
Use the following checklist to submit proposal:

- Proposal Cover Page (Attachment A)
- Executive Summary
- Proposal Narrative
- Budget Line Item with Budget Narrative (Attachment B)



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- Two (2) Letters of Reference
- Assurances and Certifications (Attachments D-J)
- One (1) copy of two (2) years of audited financial history
- One (1) copy of workforce programming monitoring reports for the most recent two (2) years (if applicable)
- License to operate in the State of Kentucky and status with the Kentucky Secretary of State
- Past three years of disallowed costs and status
- Evidence of taxes up to date
- Evidence of acceptable accounting systems in place



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## ATTACHMENT A-PROPOSAL COVER SHEET

### PROPOSAL COVER SHEET

Organization	
Contact Person	
Address	
Mailing Address (if different)	
Type of Organization	(i.e., Public, Private, For-profit, Not-for profit)
Type of Legal Entity	(i.e., Corporation, Sole Proprietorship, Partnership, Other (Describe))
Federal ID#	
Type of Project	<b>WIOA One-Stop Operator</b>
Dollar Amount Proposed	

My signature certifies that the proposal as submitted complies with all requirements specified in this RFP.

My signature also certifies that by submitting a proposal in response to this RFP, the Bidder represents that in the preparation and submission of this proposal, the Bidder did not, either directly or indirectly, enter into any combination or arrangement with any person or business entity, or enter into any agreement, participate in any collusion, or otherwise take any action in the restraining of free, competitive bidding in violation of the Sherman Act (15 U.S.C. Section 1).

I hereby certify that I am authorized to sign as a legal representative for the business entity submitting this proposal.

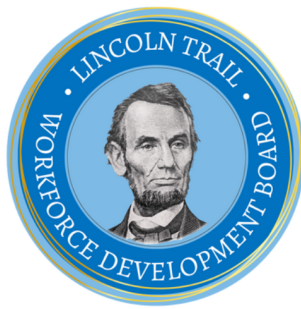
Signature	
Name of Person Signing	
Title	
Telephone	
FAX	





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E-Mail Address	
Date	



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**ATTACHMENT B—LINE ITEM BUDGET**

***LINE ITEM BUDGET***

<b>Line Item</b>	<b>Administrative Amount</b>	<b>Program Amount</b>	<b>Total</b>
Staff Salary (specify positions)			
Staff Fringe			
Travel – In state			
Travel – Out-of-state			
Staff Development			
Equipment			
Dues/Subscriptions			
Computer Software (specify software)			
Office Supplies, Printing and Copying			
Postage			
Indirect			
Administrative Costs			
<b>TOTAL</b>			

**Administrative Costs**

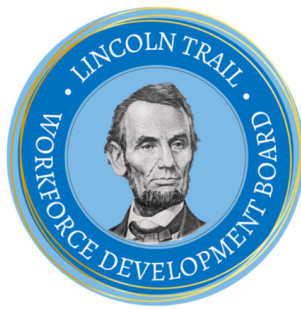
The personnel and operating costs, direct and indirect, associated with overall management and administration of the Kentucky Career Center System-Lincoln Trail, which are not directly related to the provision of services to participants or otherwise allocable to the cost category of Program, are classified as Administrative costs. The Board seeks to identify a provider who can coordinate one-stop operations with minimal administrative costs to the budget.

**Program Costs**

All costs incurred for the provision of contract functions and activities are classified as program costs.

\*\*\*\*\*

*Note: Include Budget Narrative that provides the detail of each line item.*



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## **ATTACHMENT C– BUDGET DEFINITIONS**

### **Cost Category Definitions**

*The following is provided as examples of both administrative and program costs. This is not all inclusive.*

#### **Administrative Costs**

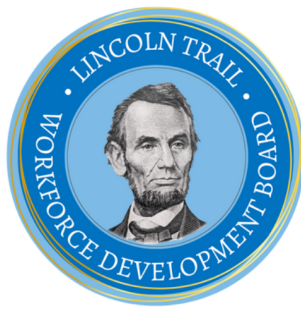
- Overall general administrative functions and coordination of administrative functions
- Accounting, budgeting, financial, and cash management
- Procurement and purchasing
- Property management
- Personnel management
- Payroll
- Coordinating audit resolutions, reviews, investigations, and incident reports
- Audit
- Legal services pertinent to management and operations of the Lincoln Trail-KCC system
- Developing systems and procedures
- Oversight and monitoring of administrative functions
- Goods and services required for administrative functions including rental, utilities, supplies, space, etc.
- Travel for official business to carry out administrative activities or overall management

#### **Program Costs**

- Cost of staff who provide program services directly to customers and, where applicable, the first line supervisors and/or team leaders responsible for those staff
- Tracking or monitoring of customers or performance information
- Employment statistics information, including job listings, job skills and demand occupation information
- Outreach to and recruitment of applicants for services
- Dissemination of program information to prospective employers
- Follow-up services with eligible customers placed in unsubsidized employment
- Counseling that involves occupation, educational and career guidance to eligible customers while in training

### **Budget Line Item Definitions**

1. Staff Salary – Wages associated with the individual job positions needed to perform the proposed service. Positions are to be defined within specifics of the job and how each function relates to this proposal.

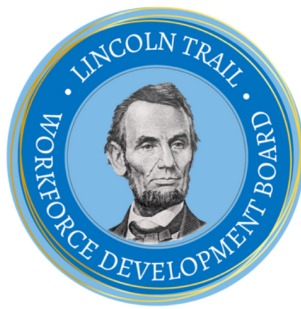


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## ATTACHMENT C– BUDGET DEFINITIONS

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2. Fringe Benefits – The approximate percentage of position salary that it will cost to provide established company benefits such as health, life, dental insurance, etc. Benefits should be based upon the organization’s written personnel policy for all employees.
3. In-State Travel – The cost of attending applicable in-state meetings/conferences that relate to the service being proposed and that benefit the attendee in his/her job performance. Also includes local travel to provide services to customers. Please specify if possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.
4. Out-of-State Travel – Expenses incurred for appropriate staff attending meetings/conferences that relate to the service being proposed and that can benefit the attendee in his/her job performance. Please specify if possible. All travel costs are per 200 KAR 2:006 including but not limited to mileage rate, per diem rates, and subsistence.
5. Staff Development – Costs to advance the knowledge of program staff as it relates to the proposed program. Please specify.
7. Equipment
8. Dues/Subscriptions – Cost of joining appropriate organizations and subscribing to periodicals/newspapers that would benefit the service for which the Board is seeking proposals.
9. Computer software – Specify the type(s) of computer software needed. This should NOT include the costs of computer hardware or case management software as the Board provides these.
10. Office Supplies, Printing and Copying – Costs of items used in the course of performing day to day business activities such as ink pens, paper clips, etc. Also includes expenses for printing program materials and the copying of documents/materials as needed.
11. Postage/Courier Service – Expenses for using USPS, Fed Ex, UPS, courier services, etc.



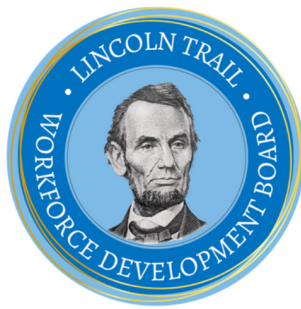
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## ATTACHMENT D-CERTIFICATIONS AND ASSURANCES

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 180 days following receipt, and the Lincoln Trail Area Development District may accept it without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 180 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 Workforce Development Board 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. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to the proposal.





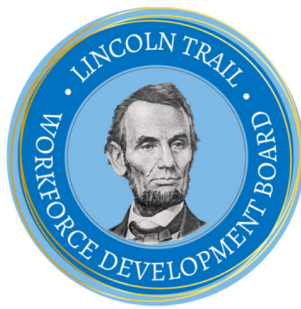
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## **ATTACHMENT E-GENERAL ASSURANCES AND CERTIFICATIONS**

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 of these will be addressed in a contract. The bidder hereby assures and certifies compliance with each of the requirements where applicable.

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

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



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## **ATTACHMENT E-GENERAL ASSURANCES AND CERTIFICATIONS**

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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.





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**ATTACHMENT E-GENERAL ASSURANCES AND CERTIFICATIONS**  
**Page 3**

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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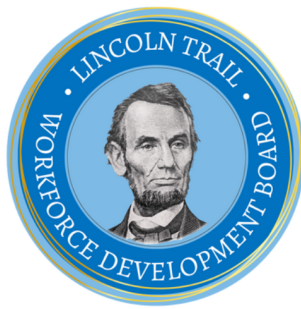
Name and Title of Authorized Representative

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Signature Date

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Name of Applicant Organization



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## ATTACHMENT F-DEBARMENT CERTIFICATION

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

#### Primary Covered Transactions

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#### Applicant Organization

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#### Applicant Organization Address

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

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

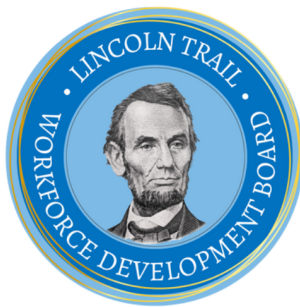
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Name and Title of Authorized Representative

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Signature

Date



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**ATTACHMENT G-NON-COLLUSION AFFIDAVIT**

Commonwealth of Kentucky

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

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

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

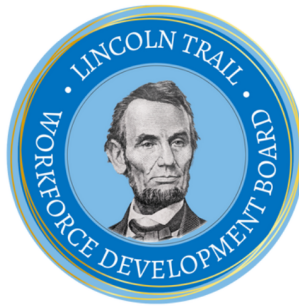
\_\_\_\_\_  
Print or Type Name

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

Notary Public

County of

Commission Expiration Date



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## ATTACHMENT H-GRIEVANCE PROCEDURE

### 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:**

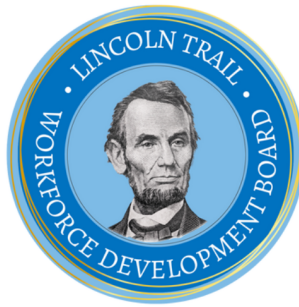
The LTWDA grievance procedure for a WIOA customer/participant begins with the service provider/contractor providing the service(s) that resulted in the grievance/complaint. The customer/participant must follow the grievance procedure outlined by the provider's /contractor's policies and procedures and 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, 750 S. Provident Way, Elizabethtown, KY. 42701.

**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 Labor Cabinet - Department for Workforce Development, 500 Mero Street, Frankfort, KY 40621. Policies required and/or issued by the Department of Workforce Development will govern this process.

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, 750 S. Provident Way, Elizabethtown KY 42701. 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



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## **LTWDA Grievance Procedure**

### **Page 2**

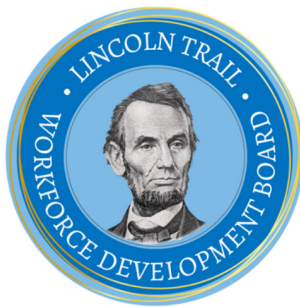
resolution. The staff of the LTWDB will respond in writing to the filing of the grievance/complaint within sixty (60) days with an informal resolution or conduct a hearing that results in a decision.

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 Development- 500 Mero Street, Frankfort, KY 40621. Policies required and/or issued by the Department of Workforce Development 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.

<b>Policy Number:</b>	LTWDA-16-33
<b>Effective Date:</b>	December 20, 2016
<b>Policy Update:</b>	June 20, 2023
<b>Applies:</b>	WIOA Customer, Participant and Interested Parties



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**ATTACHMENT I-FINANCIAL CERTIFICATION**

**FINANCIAL CAPABILITY CERTIFICATION**

\_\_\_\_\_  
(Please Print Organization Name)

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

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

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

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, explain: \_\_\_\_\_

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

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

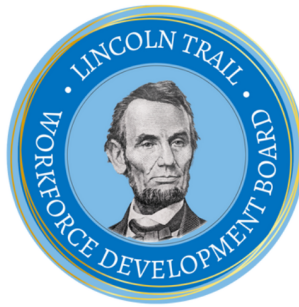
Explain the resolution: \_\_\_\_\_

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

\_\_\_\_\_  
Name and Title of Certifying Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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**ATTACHMENT J-LEGAL CERTIFICATION**

**LEGAL CERTIFICATION**

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

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

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

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

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ADD ADDITIONAL PAGES IF NECESSARY