LTWDB

LINCOLN TRAIL
WORKFORCE DEVELOPMENT BOARD

Lincoln Trail Workforce Development Board
Request for Quote

# Virtual Job Fair Platform

Services to be performed
(November 1, 2026-October 31, 2029)

October 13, 2026

A. **Description of the Lincoln Trail Workforce Development Board, Workforce Development Area and the Kentucky Career Center System - Lincoln Trail**

The Lincoln Trail Workforce Development Board (LTWDB) is the workforce development strategy and policy board for the Lincoln Trail Workforce Development Area (LTWDA), formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The Lincoln Trail Workforce Development Area consists of 8 counties in central Kentucky: Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson and Washington. The LTWDB in partnership with the Lincoln Trail Chief Local Elected Official (CLEO), has responsibility for the planning and oversight of workforce development services under the Workforce Innovation and Opportunity Act.

WIOA recognizes the value of the one-stop delivery system, and provides the workforce system with important tools to enhance the quality of its one-stop (career centers) centers. The law strengthens the ability of states, regions, and local areas to align investments in workforce, education, and economic development to regional in-demand jobs. It also places great emphasis on achieving results for job seekers, workers, and businesses. Finally, it reinforces the partnership and strategies necessary for one-stop centers to provide job seekers and workers with the high-quality career services, education and training, and supportive services needed to obtain good jobs and stay employed; as well as to help business find skilled workers and access other supports, including education and training for their current workforce.

The publicly funded workforce system envisioned by WIOA is designed to increase access to, and opportunities for, the employment, education, training, and support services that individuals need to succeed in the labor market, particularly those with barriers to employment. It aligns workforce development, education, and economic development programs with regional economic development strategies to meet the needs of local and regional employers, and provide a comprehensive, accessible and high-quality workforce development system. This alignment is accomplished by providing all customers access to high-quality one-stop centers that connect them with the full range of services available in their communities, whether they are looking to find jobs, build basic educational or occupational skills, earn a postsecondary certificate or degree, or obtain guidance on how to make career choices, or are businesses and employers seeking skilled workers.

The three hallmarks of WIOA include:

- The needs of businesses and workers drive workforce solutions, and local boards are accountable for this within the communities they serve.
- One-Stop Centers (career centers) provide excellent customer-centric services and focus on continuous improvement; and,
- The workforce system supports strong regional economies and plays an active role in community and workforce development.

B. **Purpose of Solicitation**

The Lincoln Trail Workforce Development Board and the Kentucky Career Center - Lincoln Trail (KCC-Lincoln Trail) One Stop Partners possess the capability to offer virtual job fair options to its local employers and the sole purpose of this RFQ is to solicit a platform that will meet the needs of the regional employers, the system and the Board. In the Lincoln Trail region, the board oversees the KCC-LT one stop system. This project will provide the KCC-LT system with a platform to host virtual job fairs for employers in the region with limited staff preparation, planning and costs. Instead of taking weeks or months to plan and prepare, job fairs could be held daily if needed.

C. **Scope of Work/Services Required**

This Request for Quotes is intended to purchase licenses for an off-the shelf virtual job fair platform to accommodate immediate hiring needs. The system should possess the following features at a minimum:

Required features:

- Annual use licensing
- Ability to host multiple events during the license term.
- Fully customizable graphics environment for branding purpose
- Secure data hosting capabilities.
- Cloud based with no downloads or plug-ins required.
- Compatibles with PC and MAC operating systems.
- Compatible with Android and iOS mobile devices.
- Unlimited administrative accounts.
- Unlimited event attendees with ability to limit per event as required.
- Email communication with event registrants.
- Minimum number of customizable employer booths with embedded video capability.
- Customized event pre-registration with social media and other online

integrations.

- Ability for registrants to build a custom profile and upload documents.
- Comprehensive reporting and analytics.
- Technical support including pre-event, employer assistance and day-of live support.
- Customizable templates with multiple rooms, lobbies, halls and other virtual environments.
- Chat feature.
- Survey integration.
- On demand access between events.
- Adequate on-going support and training provided.
- ADA alignment and appropriate accommodations.

**Specific features: (May have duplications from above minimum requirements.)**

- **Mobile:** Needs to be mobile friendly.
- **Customer branding:** The ability to have the businesses color/logo(s) on the signup and events pages and customized booths.
- **Landing pages:** Quickly produce professional, mobile optimized landing pages to collect signups, share expectations about the event and sell the organization/event.
- **Single sign on:** The ability for job seekers, recruiters, employees and hiring managers to use SSO to access the platform.
- **Custom candidate information:** The ability to ask custom questions of job seekers upon sign up, or before they enter a given booth.
- **Event reminders:** Text (SMS) and email-based reminders about the event.
- **Webinars:** The ability to do video broadcasts to all event attendees.
- **Booths:** Different sections of the event with different types of people (recruiters for a given role, from a given company, hiring managers, employees, etc.) so job seeker candidates can speak to who is relevant.
- **Booth search:** Easy search for different areas of the event, especially on mobile.
- **Chat timer:** A timer that both recruiter and job seekers can see so that there is a natural end to the conversation.
- **Multi-chat:** Recruiters can chat with multiple candidates at once.
- **Snippets:** Recruiters can use pre-filled questions and responses.
- **Chat transcripts:** Ability to send hiring managers chats, or add them to ATS for reference later in the recruiting process.
- **Group chats:** Ability to have multiple job seekers chat with company representatives.
- **Customer services and on-going support:** Help during the implementation phase and an assigned account manager that provides

support to the organization and employers during an event.

- **Reports:** Provided to the organization on registrants, attendees, demographics, etc.

Optional features:

- 3D graphics and animation.
- Multiple language support.
- Webcast capability.
- Live Q & A sessions.
- Video chat capability.
- Social collaboration.

D. **General Procurement Terms and Information**

1. Procurement Term

The initial period of contract performance will be November 1, 2026 through October 31, 2027. Funding will be provided on an annual basis utilizing federal, state, local and/or private funds. The contract awarded will be based on a small purchase and may be extended on a year-to-year basis through October 31, 2029, based on performance, fund availability and the Workforce Development Board's approval. The LTWDB reserves the option to use this procurement to add or increase workforce services within the region if additional funding for related workforce services becomes available and it is in the best interest of the region and the LTWDB to do so.

2. Timeline

This RFQ will be available from the LTWDB on the following two websites: Lincoln Trail Area Development District: www.ltadd.org and KCC- Lincoln Trail: www.ltcareercenter.org.

| | |
|---|---|
| **RFQ Release** | **October 13, 2026** |
| **Question & Answers** | **October 16, 2026** |
| **Quotes Due** | **October 21, 2026** |
| **Quote Evaluations** | **October 22-26, 2026** |
| **Board Consideration** | **October 26-28, 2026** |
| **Contract Negotiation and Execution** | **October 29-30, 2026** |
| **Contract Implementation** | **November 1, 2026** |

3. General Information

The coordinator for this solicitation is the sole point of contact at the Lincoln Trail Area Development District (LTADD), acting as the Local Grant Subrecipient for the Lincoln Trail Workforce Development Board. All communications between the bidder and the LTADD must be submitted in writing via email to:

**Jackie Masterson, Director, Workforce Services**
Lincoln Trail Area Development District
750 S. Provident Way
Elizabethtown, KY 42701
270.769.2393
Email address: jackie@ltadd.org

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

4. Issuance of Questions and Answers

Written questions should be submitted to the RFQ 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 bidder. The LTADD shall be bound only to written answers to questions.

5. Collaborative Projects/Subcontracting

If you plan to use subcontractors in your quote, you will be required to submit the name(s) and qualifications 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 or payment and deliverables. Any subcontractor must make available to the contractor and the LTADD, if requested, copies of personnel records and documentation of employee's compliance with the contract as it is written.

6. Right to Cancel and Negotiate

The LTWDB reserves the right to delay, amend, reissue, or cancel any or all of the RFQ at any time without prior notice. This RFQ does not commit the LTWDB to accept any proposal nor will it be responsible for any costs incurred by a bidder in the preparation of responses, in conduct of a presentation, or any other activities related to this RFQ.

7. 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 with any bidder after quotes are reviewed and reserves the right to negotiate the final terms of the contract with the successful bidder.

8. Commitment of Funds

   **Daniel London, 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 RFQ. No cost chargeable to the proposed contract may be incurred before the execution date stipulated in the contract and all required signatures affixed.

9. Fund Availability

   The maximum amount of funds available for this project is $42,000 for three one-year licenses at $14,000 annually.

10. Contract, General Terms and Conditions

    The successful bidder 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 bidder may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The LTWDB will review requested exceptions and accept/reject the same at their discretion.

11. Submission of Proposals

    Bidders are required to submit one electronic copy (email) of the quote. The original must contain all required signatures. The quote must arrive via email no later than 12:00 pm Eastern (11:00am Central) on October 21, 2026. The quote is to be sent to the RFP Coordinator at the appropriate email address listed above. A written confirmation will be sent via email upon receipt.

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

12. Evaluation of Quotes -The Lincoln Trail Workforce Development Board (LTWDB) intends to issue an order to the responsive and responsible party submitting a bid that is the most advantageous to the LTWDB on Best Value, and that meets the Terms, Conditions and Specification of this Request for Quote (RFQ).

Best Value - Ranking Approach - With the ranking approach, price is one of the measurable criteria components of the solicitation. The other criteria is the minimum requirements, number of licenses, etc. established earlier in this solicitation. The quotes will be reviewed internally for responsiveness and price. The bidder with the highest score has the highest ranking and will receive the award. If there is only one best value response to the solicitation, the evaluation process may be waived and award may be made to the only responsive, responsible bidder.

The bidder is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each bidder the maximum score based on the available data submitted. Total review points available - 100 points.

13. Proposal Submission Format

Bidders must adhere to the following sequence. Failure to do so will result in proposals being rejected for review and consideration. 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 Bidder to a contractual relation, e.g., President, Executive Director, Managing Partner or Proprietor. Along with introductory remarks, the letter is to include by attachment about the bidder, 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 bidder (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)
    - UEI (Unique Entity Identifier) Number.
    - Documentation from appropriate Secretary of State that entity is duly registered.
    - Location of the facility from which bidder would operate.
    - Identify any current or former LTADD employees employed by the bidder or on the bidder's governing board as of the date of proposal. Include their position and responsibilities within the

bidder's organization. If following a review of this information, it is determined by the LTADD that a conflict of interest exists; the bidder may be disqualified from further consideration for the award of the contract. **(TOTAL POINTS AVAILABLE: 20 points)**

- Executive Summary: Two-page limitation on the organization's letterhead: (Does not count against page limitation.)
  - ❑ An overview of the organization's product, including the number of years it has successfully provided virtual job fair platform technology.
  - ❑ If submitting as a formal partnership, consortium, or collaboration, identify all key partners and the lead entity.
  - ❑ A concise description of the proposed services
    **(TOTAL POINTS AVAILABLE: 10 points)**

- Proposal Narrative: Insert the Proposal Narrative after the Letter of Submittal and the Executive Summary. The narrative portion of the proposal should be 12 pages or less, single-spaced using 1-inch margins, on 8 ½" x 11" paper, with a 12-point font (preferably, Times Roman, Cambria, Calibri or Aptos). The Proposal Narrative should include all information being requested by this RFQ under the Scope of Work as well as contact information for other local workforce areas utilizing this project. **(TOTAL POINTS AVAILABLE: 30 points)**

**Total points awarded for this portion of the response: 60 points.**

- Budget **(TOTAL POINTS AVAILABLE : 25 points)**
  Present a detailed budget for the services/licenses to be provided for one year.

- Certifications and Assurances **(TOTAL POINTS AVAILABLE: 15 points) NOTE:** Some certifications and assurances in attached exhibits are specific to WIOA programs. However, since this RFQ is being solicited by the LTWDB, we are requesting that all be completed.

## RFQ Checklist of Required Document Submission

| | |
|---|---|
| **Letter of Submittal** | _____ |
| **Executive Summary (2 Page limit on letterhead)** | _____ |
| **Budget** | _____ |
| **Exhibit A – Certification and Assurances** | _____ |
| **Exhibit B – General Assurances and Certifications** | _____ |
| **Exhibit C – Debarment Certification** | _____ |
| **Exhibit D – Non-Collusion Affidavit** | _____ |
| **Exhibit E – Grievance Procedures** | _____ |
| **Exhibit F – Legal Certification** | _____ |

**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 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 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.

_____

Signature of Proposer

_____

Consultant/Firm

_____

Title 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 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 and any applicable state retention schedules.
7. The bidder will abide by the policy on debarment and suspension regulations as established in accordance with 2 CFR Part 2998.
8. The bidder will abide by Equal Employment Opportunity – All Contractors shall contain a provision requiring compliance with E.O. 14173, "Ending Illegal Discrimination and Restoring Merit-Based Opportunity" 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.
12. TITLE VI Statement of Nondiscrimination: In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC 2000 to 2000d-4) and the Regulations, hereby notify all bidders and offerors that LTADD affirmatively ensures that for any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the basis of race, color, or national origin in consideration for an award.

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

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

**The bidder will not:**

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

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

_____

Name and Title of Authorized Representative

_____

Signature Date

_____

Name of Applicant Organization

**Exhibit C**
**DEBARMENT CERTIFICATION**

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

**Primary Covered Transactions**

_____

Applicant Organization

_____

_____

Applicant Organization Address

This certification is required under Executive Order 12549 (Debarment and Suspension) and its implementing regulations, currently codified at 2 CFR Part 180 and 2 CFR Part 2424. The original government-wide rule was published in the Federal Register on May 26, 1988 (53 FR 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.

_____

Name and Title of Authorized Representative

_____

Signature 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.

_____
Signature of Authorized Representative

_____
Print or Type Name

Subscribed and sworn to me this ____ day of _____

Notary Public

County of

Commission Expiration Date

**Exhibit E**
**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 38, 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 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 Labor Cabinet – Department of 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.

_____

Customer/Participant/Interested Party Signature

_____

Date

_____

Signature of Lincoln Trail WDB Staff

_____

Title

_____

Date

**Exhibit F**
**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.

Name and Title of Certifying Official  Signature  Date

SUMMARY:

ADD ADDITIONAL PAGES IF NECESSARY