



699 Perimeter Drive
Lexington, KY 40517

Request for Proposal

Training Services for Local Elected Officials
and Workforce Board Members

Due Date: March 23rd, 2018, 4:30pm EST

Inquiries and Proposals Should Be Directed To:
Staci L. May
Marketing and Communications Specialist
smay@bgadd.org

BACKGROUND INFORMATION

The **Bluegrass Local Workforce Area** consists of seventeen counties in Central Kentucky, which consists of sixteen Judge Executives and the Mayor of Lexington-Fayette County. Within the seventeen counties are four one-stops, known locally as Kentucky Career Center – Bluegrass/American Job Centers. The Lexington location was designated as the “hub” by the Kentucky Department of Workforce Investment.

Bluegrass Workforce Innovation Board

The mission of the Bluegrass Workforce Innovation Board (BGWIB) is: To establish a Bluegrass area workforce system that provides data-driven, employer-engaged, and validated solutions through the integration of education, workforce, community-based services, and economic development.



STATEMENT OF NEED

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified training providers who have the capacity to develop and deliver a training relevant to federal and state workforce development program services.

BID PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in **STATEMENT OF NEED** (page 2).

INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their proposals (**Section I, II and III**) electronically or via hardcopy and will be accepted through **March 23rd, 2018**.

Electronic proposals must be submitted in PDF format only to: smay@bgadd.org.

Hardcopy proposals may be delivered in person or via mail service delivery and must include one original and one copy of the completed proposal.

Any differences between the original, copies, or a CD are at the liability of the bidder:

Bluegrass Area Development District
Attn: Staci L. May
699 Perimeter Drive
Lexington, KY 40517

Inquiries

To ensure the Bluegrass Local Workforce Area maintains an open competition process, all inquiries regarding this RFP must be provided in writing only, via email to: smay@bgadd.org.

Answers to all questions regarding this proposal will be posted on the BGWIBs website, www.bgwib.us. Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.

Conditions of Bid

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by the Bluegrass Local Workforce Area (Governing Board of Local Elected Officials, BGWIB, or Fiscal Agent).

Right to Reject

The Bluegrass Local Workforce Area reserves the right to reject any or all proposals or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which the Bluegrass Local Workforce Area deems to be in its own best interest.

Any materials submitted will not be returned. Any proposals electronic or hardcopy submitted after 4:30pm on March 23rd, 2018 will not be reviewed.

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Administrative Requirements

The selected vendor must sign and return all agreements to Fiscal Agent (BGADD) within ten (10) days of the receipt of the contract. All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer

The Bluegrass Local Workforce Area assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP.

Notification of Award

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a Bluegrass Local Workforce Area review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received on time in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

10 - Bid Completeness

20 – Experience/Samples Provided

20 - Capacity to Provide Service

20 - Qualification

30 - Cost and Sustainability

100 - Total Points Awarded

The Bluegrass Local Workforce Area reserves the right to make an award without further discussion of the proposals submitted.

SECTION I – PROPOSAL COVER PAGE

Bluegrass Local Workforce Area
Request for Professional Development Services

Applicant Organization		Federal ID Number	
Street Address			
City		State	Zip Code
Printed Name		Title of Applicant's Authorized Representative	
Email Address		Website	
Certification			
<p>I certify that:</p> <ul style="list-style-type: none"> a) I have been authorized to submit and sign this proposal on behalf of the submitting organization; b) that the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service; c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs; d) my organization will implement the services in compliance with the stipulations and guidelines set forth by the Bluegrass Local Workforce Area; and, e) the organization that I represent is an equal opportunity employer/provider. 			
<hr/> <i>Authorized Signature</i>		<hr/> <i>Date</i>	

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit **two copies** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section. All proposals must include the following:

A. Organizational Background

Provide a brief description (100 words or less) of your organization

B. Experience/Qualifications

The proposal should include a brief history of the Offerors organization or individual, the size, and experience with training and knowledge of the Workforce Innovation and Opportunity Act, as well as, samples of previous trainings that show the ability, scope, knowledge and type of training materials used.

C. Capacity to Provide Service

Describe the personnel to be assigned to this project including their relevant experience, and any specific software or platforms associated with the delivery of service.

D. Training Content

Describe proposed training and training outcomes.

E. Budget and Cost Effectiveness

List training fee and estimated travel/expenses if separate from training fee for a total cost of training.

F. References

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualification and delivery of requested training services.

Important Note: This RFP relates to training services for Local Elected Officials, Workforce Development Board, the Fiscal Agent and board staff in for the Workforce Innovation and Opportunity Act (WIOA).

SECTION III

If awarded funding, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

Certification and Other Terms/Conditions

The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.

The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.

When delivering services under an approved contract, the contractor work in broad consultation with the Bluegrass Local Workforce Area to customize the training to specific needs.

The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.

The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.

The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.

The signing individual understands and agrees to have the training recorded and all materials associated with this training may be copied for distribution for future trainings.

The Bluegrass Local Workforce Area reserves the right to negotiate a best and final offer with applicant selected.

Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, the Bluegrass Local Workforce Area will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.

All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.

The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the Commonwealth of Kentucky.

Signature

Date

(Signed certification/conditions to be returned with the proposal)

TRAINING TOPICS REQUESTED

**Please note training proposals are not limited to the following examples; however, proposals must contain at least these topics.*

- Overview of the Workforce Innovation and Opportunity Act (WIOA)
- Examples of Local Elected Officials, Boards, and Administrative Entities working together for successful programs
- Examples of innovative workforce programs from across the country
- Example of best practices from workforce programs across the country
- Outlook for the future of WIOA

Overall Theme:

- Collaboration, cooperation and partnership to produce innovative and successful workforce programs.

Highlights:

- The role of the Local Elected Officials and how they can assist in promoting WIOA in their governing area.
- The importance of board members and staff working strategically to plan and execute workforce-focused programs, in cooperation with county officials.
- The training should focus on cooperation between Workforce entities to creatively and innovatively address the challenges of workforce in both rural and urban areas. This should highlight successful programs from across the country and how they addressed challenges.

Expected Outcome:

- Local Elected Officials, the Bluegrass Workforce Innovation Board, the Administrative Entity, and board staff will have a clearer understanding of WIOA and how they can work together to create a more dynamic and innovative workforce delivery system in the Bluegrass area.