



Request for Proposals

to

Deliver Workforce Services to Youth
(for the purpose of this request, youth is defined as a client between the ages of 16 – 24
with no connection to employment or education)

Services to be Performed During
the 2026 Program Year
(July 1, 2026, through June 30, 2027)
with possible renewal to June 30, 2029 (see II, A)

Issued by

The Northern Kentucky Workforce Investment Board

January 6, 2026

I. Description of the Northern Kentucky Workforce Investment Board (NKWIB) and Northern Kentucky Local Workforce Development Area (NKWDA)

The Northern Kentucky Workforce Investment Board (NKWIB) is the workforce development strategy and policy board for the Northern Kentucky Workforce Development Area (NKWDA), formed and certified under the provisions of the federal Workforce Innovation and Opportunity Act (WIOA) of 2014. The NKWDA consists of eight (8) counties in Northern Kentucky: Boone, Campbell, Carroll, Gallatin, Grant, Kenton, Owen, and Pendleton.

The NKWIB does not act as the Direct Service provider, instead contracting for the delivery of those services in alignment with guidance from the Kentucky Education and Labor Cabinet. NKWIB partners may provide workshops and seminars. (e.g., soft skills/ essential performance skills training, computer literacy) that are aimed at actively engaging private industry in ways that support the placement efforts and other Direct Workforce Services provided by its contractor. Once the contract has been awarded, the NKWIB interacts administratively with the contractor, providing leadership, guidance, professional development, technical assistance, monitoring, and other activities to ensure that the contractor faithfully executes the strategies and policies of the NKWIB.

Funding for the NKWIB comes from the US Department of Labor, Employment, and Training Administration, through the Kentucky Education and Labor Cabinet, under the federal Workforce Innovation and Opportunity Act (WIOA).

II. General Procurement Terms and Information

A. Procurement Term

The initial period of contract performance will be July 1, 2026, through June 30, 2027.
Contract specifications will be reviewed, and funding may be renewed an additional year.
The NKWIB reserves the option to extend this contract for one additional year (until June 30, 2029) based on the availability of funds, contract performance, and the workforce needs of the NKWIB and the region as evaluated by the NKWIB.

The NKWIB 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 NKWIB to do so.

B. Procurement Timeline

This RFP will be available from the NKADD (Northern Kentucky Area Development District) website at www.nkadd.org, beginning January 6, 2026. The timetable for this procurement process is:

- **January 6, 2026:** RFP Release Date (local, state, national)
- **January 20, 2026:** Bidders' Conference at 12:00 PM – 12:30 PM EST
- **February 4, 2026:** Proposals due by 4:30 PM EST
- **February 16 - 20, 2026:** Staff Compliance Review

- **March 17, 2026:** Proposals and Results of Staff Compliance Review will be provided to the NKWIB Program & Youth Committee for their information prior to the funding meeting
- **April 14, 2026:** NKWIB Program & Youth Committee Funding/Contract Award Recommendations
- **May 12, 2026:** NKWIB Approval of Contract Award/ Funding Recommendation
- **June 2026:** Chief Local Elected Official (CLEO) Approval of Contract
- **July 1, 2026:** Contract Implementation Date

C. Bidders Conference

An optional Bidders' Conference will be held in Florence, Kentucky at 12 PM – 12:30 PM EST on January 20, 2026. The conference will be held at the Northern Kentucky Area Development District at 22 Spiral Drive, Florence, KY, or bidders may participate virtually, upon request. This Bidders' Conference will address questions about roles sought by the RFP issued by the NKWIB for Youth Direct Service Provider. Bidders are not required to attend the conference. Failure to attend will not affect the score of a bidder's proposal.

Questions and answers from the Bidders' Conference or any questions submitted before the questions deadline that provides significant clarification of the intent of the RFP, the services requested by the RFP, or other factors affecting proposals will be posted on the NKADD website at www.nkadd.org under RFPs/Applications. Questions from prospective bidders may be submitted at any time before February 4, 2026 @ 4:30 PM EST to operatordirectservicesrfp@nkadd.org.

D. Workforce Investment Board Action

After a technical review performed by the NKWIB staff, proposals meeting all RFP requirements will be presented to the NKWIB. The NKWIB will determine the award of the contract. Once selected by the NKWIB, the Local Elected Officials (LEOs), as defined by WIOA, will vote to approve the contracted provider.

E. Right to Cancel and Negotiate

The NKWIB reserves the right to delay, amend, reissue, or cancel all or any part of this RFP at any time without prior notice. Any changes resulting from WIOA reauthorization during the process or after the award will be reflected in the guidance issued to carry out this contract. If necessary, the NKWIB staff will notify the subcontractor of changes and modify the contract.

This RFP does not commit the NKWIB to accept any proposal. The NKWIB will not be responsible for any costs incurred by a bidder in preparing responses to this RFP.

The NKWIB 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 NKWIB. In addition, the NKWIB reserves the right to negotiate with any bidder after proposals are reviewed.

The NKWIB reserves the right to negotiate the final terms of the contract with successful bidders.

III. Proposal Submission Instructions and Content Requirements

A. Submission Instructions

Proposals must be received by the NKADD no later than **4:30 PM EST on** February 4, 2026. Bidders must submit one electronic copy of their proposal. The electronic copy should be emailed to: operatordirectservicesrfp@nkadd.org. If the proposal document is too large to use email, please use Dropbox.com to share the document with operatordirectservicesrfp@nkadd.org. An electronic receipt will be sent upon receiving the proposal.

No hardcopy proposals will be accepted.

B. Content Requirements

The proposal should consist of the following information in this prescribed order. (Number and letter each section of submission's answer appropriately.):

1. Proposal Cover and Affirmations Form

Completed Proposal Cover and Affirmations Form (see ***Appendix 1***)

2. Executive Summary

Provide a brief description of the bidding organization's mission and history and how it complements the NKWIB vision, mission, core values and strategic plan.

The summary may not exceed 1 single-spaced, single-sided 8.5 x 11-inch page with Times New Roman 12-point font and 1-inch margins.

3. Narrative (see VIII, page 8 for additional details)

4. Budget Narrative (see X, page 13 for additional details)

5. Required and Supportive Documentation (See XI, page 13 for additional details)

IV. Service Solicited by this Request for Proposals (RFP)

This Request for Proposals (RFP) seeks proposals for organizations to perform workforce service delivery through the Kentucky Career Center – Northern Kentucky (KCC) system by:

Delivering Direct Workforce Services to job seekers and employers through the full-service career center(s), affiliate career center(s), or other service outlet(s) associated with Northern Kentucky's workforce services network in all eight counties served by the NKWIB in collaboration with the NKWIB leadership team and the NKWIB Business Services Specialist.

Please note:

The NKWIB expects to award this contract to one entity who intends to provide the full spectrum of services in all eight NKY counties. The NKWIB expects to serve a minimum of 40 youth during the first

year of this contract. (Start-up activities, such as onboarding staff, will be considered and leniency will be afforded, in terms of number served, during the first quarter.)

Subrecipient staff will be required to report to NKADD personnel monthly on activities provided, counties served, outreach activities, enrollments and any other pertinent information needed to keep the NKWIB informed of progress.

All performance measures must be met yearly.

This contract is reimbursement only. The entity awarded this contract will be fiscally responsible for costs incurred until invoicing is submitted.

*Prospective bidders are prohibited from interviewing or soliciting information from the existing Direct Services Provider or any Kentucky Career Center staff/partners. **Questions from prospective bidders may be submitted at any time before February 4, 2026 @ 4:30 PM EST to operatordirectservicesrfp@nkadd.org.***

Upon initial selection of a successful proposal, the NKWIB retains the right to negotiate with the successful organization to modify the proposal and determine the terms of the contract before the award becomes final. If such negotiations fail to produce an agreement, the NKWIB reserves the right to retract its approval of that proposal and select another proposal. Agreed upon negotiations will remain in effect throughout the term of the contract unless modified in writing and agreed upon by both parties, including the budget and budget narrative.

V. Direct Workforce Services

Direct Workforce Services are workforce development services that help eligible youth prepare for, obtain, and succeed in self-sufficient employment and help area employers find, train, and hire needed workers. Eligible individual clients include Youth, (primarily Out-of-School but some In-School Youth may be determined eligible) who qualify for services under a variety of programs and funding streams administered by the NKWIB.

These funding sources may include the federal Workforce Innovation and Opportunity Act (WIOA); grants from other US federal departments; grant partnerships with the Commonwealth of Kentucky; private foundations and/or trust grants; and additional public or private funds. By submitting a proposal, the applicant assures the NKWIB that the applicant will provide appropriate Direct Workforce Services in the NKWDA under any of the NKWIB's current or future funding sources if requested, and the applicant will work cooperatively and effectively with any entities that partners with the NKWIB on grants that serve the NKWDA. The award of this contract does not guarantee that additional funds will be awarded to this contract.

A. Direct Workforce Services include:

Youth/Young Adult Career Planning & Development Services-- Youth/Young Adult Career Planning & Development Specialists will work closely with the NKWIB's Workforce Manager and Quality Assurance and Data Specialist to ensure case management adheres to the NKWIB Youth Policy and Procedures and the Kentucky's Education & Labor Cabinet Policies. Services to youth/young adults include working with in-school and out-of-school youth with an emphasis on Opportunity Youth (in this instance - youth 16 – 24 years old with no connection to education or the workforce). All youth/young adults services must be customer-focused based on the needs of

the individuals.

Currently, NKWDA program requirements include the following and must continue to include:

- Outreach, Recruitment and Orientation,
- Intake, Eligibility Determination and Registration,
- Objective Assessment and Referral,
- Individual Service Strategy,
- Case Management,
- Access to a Range of Services (WIOA required 14 program elements),
- Follow-Up for 12 months.

The above list is required for the Workforce Innovation and Opportunity Act. The NKWIB is seeking a creative and successful entity to offer these services in a way that is beneficial to the youth and the workforce pipeline.

The fourteen required WIOA program elements are made available to all youth served by the WIOA youth system. "Made available" does not mean that every youth participant must receive services from all program elements; it means that youth/young adults have access to these services if they require them to meet their goals. These can be provided directly or through referral.

The fourteen required WIOA youth/young adult elements are:

- Tutoring, study skills training, instruction, and dropout prevention services,
- Alternative secondary school services or dropout recovery services,
- Paid and unpaid work experience,
- Occupational Skills Training
- Education offered concurrently with workforce preparation and training for a specific occupation,
- Leadership development opportunities,
- Supportive Services,
- Adult Mentoring,
- Follow-Up Services,
- Comprehensive Guidance and Counseling,
- Financial Literacy Education,
- Entrepreneurial Skills Training,
- Services that Provide Labor Market Information,
- Postsecondary Preparation and Transition Activities.

In addition, subrecipients must ensure the following program design components:

- Educational Services – including educational options that connect to career pathways,
- Career Pathways – a combination of rigorous and high-quality education, training, and other services,
- Work Readiness Training – including soft and hard skills,
- Funding Allocations - at least 75% of allocated funds must be spent on services for out-of-school youth.
- Work Experience Opportunities – 20% of youth funds allocated to the NKWIB (additional amount added to the contract), must be spent on work experience. Paid and unpaid work experience must include academic and occupational education,

- Youth Development – opportunities that give youth a chance to grow and lead in their communities.
- Opportunity Youth – an emphasis should be placed on providing services to Opportunity Youth (youth 18 – 24 years old with no connection to education or the workforce).
- It is highly recommended that the applicant hire staff that focus solely on youth services since these services tend to be intensive and more comprehensive than the services offered to other WIOA clients.

Subrecipients should provide easily accessible locations for services as well as demonstrating local partnerships, such as local secondary schools, higher education institutions, law enforcement, juvenile and adult justice systems, local housing programs, community-based agencies, Health and Human Services agencies, vocational rehabilitation, businesses/employers, mental health services and other organizations that serve youth.

A full breakdown of services can be found in the Youth Policy and Procedures manual at <https://nkadd.sharepoint.com/:b/s/workforcedev/ERuuQbsz2Xl0nH1nc6nZSKkBTHSmX17WYLIabXe84R3wQ?e=rqpMTu>

VI. Firewalls

"Firewalls" must be described in the application to address conflicts of interest or the appearance of conflicts of interest. Examples of firewalls include but are not limited to organizational arrangements that provide a clear separation of duties and responsibilities, including confidentiality and disclosure agreements.

An entity that applies to be a Direct Service provider in the NKWIB service area must disclose in its application any potential conflicts of interest that could arise from its relationship(s) with organizations submitting applications for the NKWDA One-Stop Operator, training service providers or other service providers, including, but not limited to, other Direct Workforce Services providers.

Once the contract is awarded and in accordance with 20 CFR §679.430, the winning organization must develop a written agreement with the Local Workforce Development Board and Chief Elected Official(s) to clarify how the organization will carry out its responsibilities while demonstrating compliance with Workforce Innovation and Opportunity Act (WIOA) and corresponding regulations, relevant Office of Management and Budget (OMB) circulars, and the State's conflict of interest policy.

VII. Physical Facilities

Organizations submitting proposals may offer some services in the existing **Comprehensive, Affiliate or Access** sites of the Kentucky Career Centers in the Northern Kentucky Workforce Development Area. Kentucky Career Center locations may change at the NKWIB's discretion.

Current Comprehensive and Affiliate career centers and Access Point include:

A. Comprehensive Career Center – A comprehensive Career Center is a workforce center that has

been so designated by the Northern Kentucky Workforce Investment Board (NKWIB) after meeting criteria established by the Commonwealth of Kentucky and the NKWIB and completing the application and certification process. As of the date of this RFP, the following location is the Comprehensive Career Center in the NKWIB local area: Kentucky

Kentucky Career Center Covington, 1324 Madison Avenue, Covington, KY 41011

- B. Affiliate Career Center** – An Affiliate Career Center can be any location where two or more of the WIOA core partner agencies (WIOA Title I, WIOA Title II- Adult Ed, WIOA Title III- Wagner-Peyser, WIOA Title IV- Vocational Rehabilitation, etc.),) in the Kentucky Career Center (KCC) network to provide services and maintain a regular schedule during operating hours.
- C. Access Points** – Access Points can be a location where career center services are available to the public, with at least one KCC partner providing onsite support services. These access points include entities with higher customer volume, such as a local public library or an international airport. These access points may allow for greater exposure to customers while reducing the costs of office space and/or lease agreements. Bidders are required to outline their staff representation throughout the workforce area to ensure accessible, efficient, and high-quality services to the citizens/job seekers and employers of Northern KY.

Current Access Point career centers (physical sites) include the following locations:

1. Kentucky Career Center- CVG Career Center at the Cincinnati/ Northern Kentucky International Airport, located at 3087 Terminal Drive, Hebron, KY, 41048
2. Kenton County Public Library, , 401 Kenton Lands Road, Erlanger KY, 41018
3. Campbell County Public Library, 3920 Alexandria Pike, Cold Spring, KY 41076
4. Owen County Public Library, 1370 Hwy 22 East, Owenton, KY 40359
5. Pendleton County Public Library 801 Robbins Ave, Falmouth, KY 41040
6. Grant County DCBS Office 520 Violet Rd. Crittenden, KY 41030
1. Kentucky Career Center- CVG Career Center at the Cincinnati/ Northern Kentucky International Airport, located at 3087 Terminal Drive, Hebron, KY, 41048
2. Kenton County Public Library, Erlanger Branch, 401 Kenton Lands Road, Erlanger KY, 41018
3. Owen County Public Library, 1370 Hwy 22 East, Owenton, KY 40359
4. Pendleton County Public Library 801 Robbins Ave, Falmouth, KY 41040

5. Bidders are strongly encouraged to leverage/expand workforce partnerships, technology, and innovation to strategically deliver services in locations that will provide optimal exposure to new, existing, and potential customers while maximizing resources and promoting optimum outcomes.

VIII. Narrative

Answer all of Narrative A and B questions. Full or partial points will be awarded for the response to each narrative question. The narrative should be double-spaced single-sided 8.5 x 11-inch page with Times New Roman 12-point font and 1-inch margins and not to exceed 20 pages.

- A. Narrative A – Questions Regarding Provision of Direct Workforce Services (100 total points possible)**
 1. Describe how the bidding organization's career planning and talent development services will have an impact on youth needs in the NKWIB service area (8 Counties). (10 points)

2. Explain how you will recruit and serve youth in the five southern counties with numbers equivalent to *approximately* 25% of your total client caseload. Include strategies for outreach to the unemployed and underemployed. (10 points)
3. The NKWIB is interested in building a strong youth program. This means coordinating with other agencies serving the youth population, the NKWIB's Business Services Coordinator and the NKWIB staff. Describe the bidding organization's plans to recruit Opportunity Youth, including collaborating with schools and other community organizations to identify potential Youth clients. ***Include the bidding organization's ability to coordinate with the business community directly, through other partners and/or through the NKWIB Business Service Coordinator to create a strong Work Based Learning program.*** (10 points)
4. Explain how you will meet the workforce needs of the employers in the NKWDA service area. The explanation must include a demonstrated understanding of the economic and workforce needs of the community. Include plans for implementing innovative solutions to employers' concerns. (10 points)
5. Providing training in high-demand sectors and emerging careers is a priority of the NKWIB. Describe how staff will identify and recruit the best candidates for training. Include the media and other specific message vehicles and activities you will use. (10 points)
6. Describe how staff will work with high-demand sector employers to develop work-based learning opportunities throughout the NKWDA service area. (5 points)

NOTE: Target industry sectors in Northern Kentucky include 1) Manufacturing & Logistics, 2) Construction, 3) Healthcare & Live Sciences, 4) Education & Childcare, 5) Professional, Scientific and Technical Services (PS&TS) and 6) Installation, Maintenance & Repair.

7. Case Management is an essential part of direct services. Describe case management training, including new hire onboarding. How will the bidding organization work with the NKWIB leadership staff and the NKWIB Compliance Officer to ensure quality case management? (5 points)
8. Describe the programming the bidding organization would bring to support client and employer engagement and success including:
 - a. How best practices with clients and employers are utilized and incorporated in the program design and delivery of services - discuss the various offering that will be available
 - b. Proven innovative customer service experiences, including how the organization transitioned from providing traditional in-person services to a blended service model
 - c. Explain the potential use of leveraged/expanded workforce partnerships, technology, and innovation to strategically develop/expand designated career center Access Points to serve new, existing, and potential customers while maximizing resources and promoting higher key performance indicators/results of services.
 - d. Explain collaboration opportunities with the NKWIB leadership staff and the NKWIB Business Services Coordinator .
 - e. What best practices or other information would be utilized in program design
 - f. Discuss any experience with handling complaints and/or concerns from customers (10 points)
9. Describe how the bidding organization will leverage connections to community resources and local organizations to serve job seekers and employers comprehensively. If

subcontracting of certain direct workforce services is proposed (not recommended), fully describe the relationship(s) with the subrecipient(s) along with their detailed plans to deliver the services and meet the performance criteria outlined in this proposal as well as why you are unable to offer these services directly. The bidder should provide all Memorandums of Understanding/Agreement (MOU/MOA) documentation. (5 points)

10. Please provide a description of any non-WIOA funded staff who will be leveraged to provide support to workforce development activities. (5 points)
11. Describe the bidding organization's strategy to meet or exceed the NKWDA's performance measures for youth and the effectiveness of serving employers who will hire the youth. How will the bidding organizations manage measurements, achievements, and documentation of performance standards? Describe past performance while working with youth. (5 points)
12. Describe the bidding organization's experience in utilizing Labor Market Information, fiscal, and other workforce data sources to maximize the impact of the programming to achieve performance goals and measures. (5 points)
13. Please describe the bidding organization's past experience with the administration of federal and/or state programs across multiple agencies, especially those involving WIOA, workforce and/or human services programming. (5 points)
14. What is the bidding organization's experience working with Local Workforce Development Boards (LWDBs), partners, and/or service providers in developing strategic approaches to support regional economic development and employers with high staffing needs in high-demand occupations? (5 points)

This contract is reimbursement only. The entity awarded the contract will be fiscally responsible for costs incurred until invoicing is submitted.

B. Narrative B – Questions Regarding Financial Capabilities (100 total points possible)

1. Please discuss the bidding organization's overall financial capabilities to provide the proposed services. Please include the experience in fiscal management and oversight by leadership and subsidiary/affiliate companies. Demonstrate the bidding organization's ability to provide the fiscal and administrative capacity to support NKWIB's service delivery model.
 - a. A bidder must provide two (2) years of audited financial history. Adequate documentation could include:
 - recent audit reports,
 - the entity's Comprehensive Annual Financial Report (CAFR)
 - an independent CPA reviews
 - tax records
 - another recognized review of accounting processes and procedures.
 - b. Bidders must provide the status of any costs that have been questioned related to fraudulent activity and/or disallowed costs by any state and/or federal agency within the past five (5) years, by the primary entity, *as well as subsidiary/affiliate companies and/or subcontractors*. Bidder must provide:
 - the name of the agency
 - the amount of disallowed costs that are in dispute
 - the bidder's position as to the disputed disallowed costs
 - the status of any review process, dispute process and/or corrective action plan that is in place related to the disputed disallowed costs. (40 points)
2. Please provide a past record of federal and/or state grants management that includes

required information of any disallowed costs for the past five years. (20 points)

3. Cost reasonableness – budget narrative must demonstrate the reasonableness and necessity for requested funding. Please note that the lowest cost/best value will be a consideration in awarding the contract. However, it may not be the determining factor. (20 points)
4. NKWIB is funded through the federal Workforce Innovation Opportunity Act (WIOA). Funds move from the US Department of Labor to the Cabinet for Education and Labor and then to local areas. Historically, the timing and availability of funding have varied significantly. Please describe the bidding organization's capacity to avoid disruption of service should funding be delayed. (20 points)

IX. Funding for Subrecipient's Activities

The NKWIB will fund subrecipient's activities under the following categories:

A. Required Staff

The NKWIB offers the bidder the opportunity to develop a functional staffing plan to meet this request's specifications. All staffing suggestions will be negotiated at the time of contract negotiations and will remain in effect for the contract unless both parties agree to written modifications.

Pending availability of federal funding granted to the Northern Kentucky Workforce Investment Board through the Workforce Innovation and Opportunity Act by the U. S. Department of Labor (USDOL) through the Kentucky Education and Labor Cabinet, Department of Workforce Investment, the following will be estimated as needed to provide the associated categories of service. The following numbers are provided as estimates/planning figures only and do not guarantee funding; successful bidders must be responsive and adaptable to any changes in the funding allocations (and other/additional resources).

Direct Workforce Services

Youth/Young Adult	\$250,000
Grand Total	\$250,000

Budget Notification:

- The NKWIB staff will act as 'comprehensive compliance administrator.' The intent of the awarded funding is for case management, required data entry, reporting and direct client services, and supplies, and should be reflected as such in the submitted budget.
- Bidders need to budget for telephone, internet, and other operational costs.
- Due to WIOA funding categories, proposed services to employers/ businesses may be delivered utilizing the above resources. However, bidders are encouraged to show how they will leverage non-WIOA resources in their service delivery plans.
- 20% Youth Work Experience Funds are added to the contract after negotiations using the formula provided by the Department of Labor. The intended purpose of these funds is

wages, as well as a proportionate amount for staffing costs for the development and management of work experience.

• **B. Outcomes and Performance Requirements**

The NKWIB's performance is measured against the goals, objectives, and standards attached to each funding stream that it administers. The overarching objectives of the NKWIB's programs are to prepare and place the region's workers in jobs that provide a self-sufficient wage and to build the region's economy by ensuring that the region's employers — whether existing or new — can hire qualified workers that help their businesses succeed. It is the intent of the NKWIB to train and encourage employment across all the high demand sectors. Key Performance Indicators (KPI) are collected system-wide (see **Appendix 3** for more details). The successful bidder will demonstrate an ability to meet set performance matrix.

1. The NKWIB may require additional or revised performance measurements based on their strategic plan or specific guidance issued. Bidders will be expected to adapt to these changes accordingly.
2. Similarly, the performance of successful responders to this RFP will be measured against the goals, objectives, and performance standards attached to the stream that supports client services and activities that they will deliver under the contract. The specific levels of performance deemed successful will be discussed and identified during the contract negotiations that precede the final contract awards.
3. The performance measures for the Youth programs supported by WIOA can be found in Sections 116(2)(A)(ii) and (iii) of the WIOA. The full text of the Workforce Innovation and Opportunity Act is available online.

As mandated by WIOA, the NKWIB negotiates its acceptable levels of performance. Contractors will be expected to meet or exceed these negotiated levels of performance.

X. Budget

Provide a budget for the delivery of Youth Direct Workforce Services for one year (July 1, 2026 through June 30, 2027) by answering all questions below.

- A. The [Request for Proposal Budget Format](#) must be used in the submission of the proposal. It is found on the NKWIB RFP webpage.
- B. A detailed budget narrative must be provided to support the TOTAL REQUESTED BUDGET.
- C. The narrative MUST include a detailed breakdown of expected expenditures for each line item in the budget.
 1. If using the line item Other, please provide additional details and supporting documentation, if applicable.
- D. The projected personnel costs budget narrative should be reflected in the organizational chart. The budget narrative should include the position title and salary breakdown.
- E. The budget narrative should include an explanation of the bidding organization's Indirect/Administrative Allocation Method.
- F. The budget narrative is not included in the narrative page limit.

All costs listed should be the full representation of the line item. For example, if a staff person is only PT, the percentage of their salary that is paid by WIOA should be listed along with the

percentage.

All donations for WIOA-related activities, events, programming and sponsorships will be made to the NKADD with oversight provided by the NKADD financial team and the NKWIB Director, as the fiscal agent for WIOA services in order to track, monitor and provide accountability.

XI. Documentation

A. Required Documents

1. An organizational chart by staff and function.
2. All private, for-profit, or not-for-profit organizations should be able to provide documentation of their registration under either Kentucky or their respective state's Secretary of State's office.
3. Provide two (2) years of audited financial history
4. If subcontracting for the delivery of direct services, all Memorandums of Understanding/Agreement (MOU/MOA) documentation.
5. Personnel policies related to Equal Employment Opportunity
6. A copy of the bidding organization's current federally approved Indirect Cost Rate or Cost Allocation Plan approval letter (if applicable).

B. Supportive Documents

1. Letter of Support from Community Partners (limit 3)

NKWIB Staff will provide technical assistance and training for any staff positions and activities for the successful bidder and their staff prior to contract execution and on an ongoing basis throughout the contract. The successful bidder's staff will be required to participate in training and technical assistance activities. In some cases, bidder staff may be required to achieve specific levels of competencies prior to performing some aspects of these jobs.

XII. Appendices

Appendix 1

Proposal Cover and Affirmation Form – Please complete the Proposal Cover Sheet and Affirmation Form. The completed form will be the first page of the organization's proposal.

Appendix 2

FY2024 Enrollment Data and Key Performance Indicators (KPI)

Appendix 3

Performance

Appendix 4

References

Appendix 1

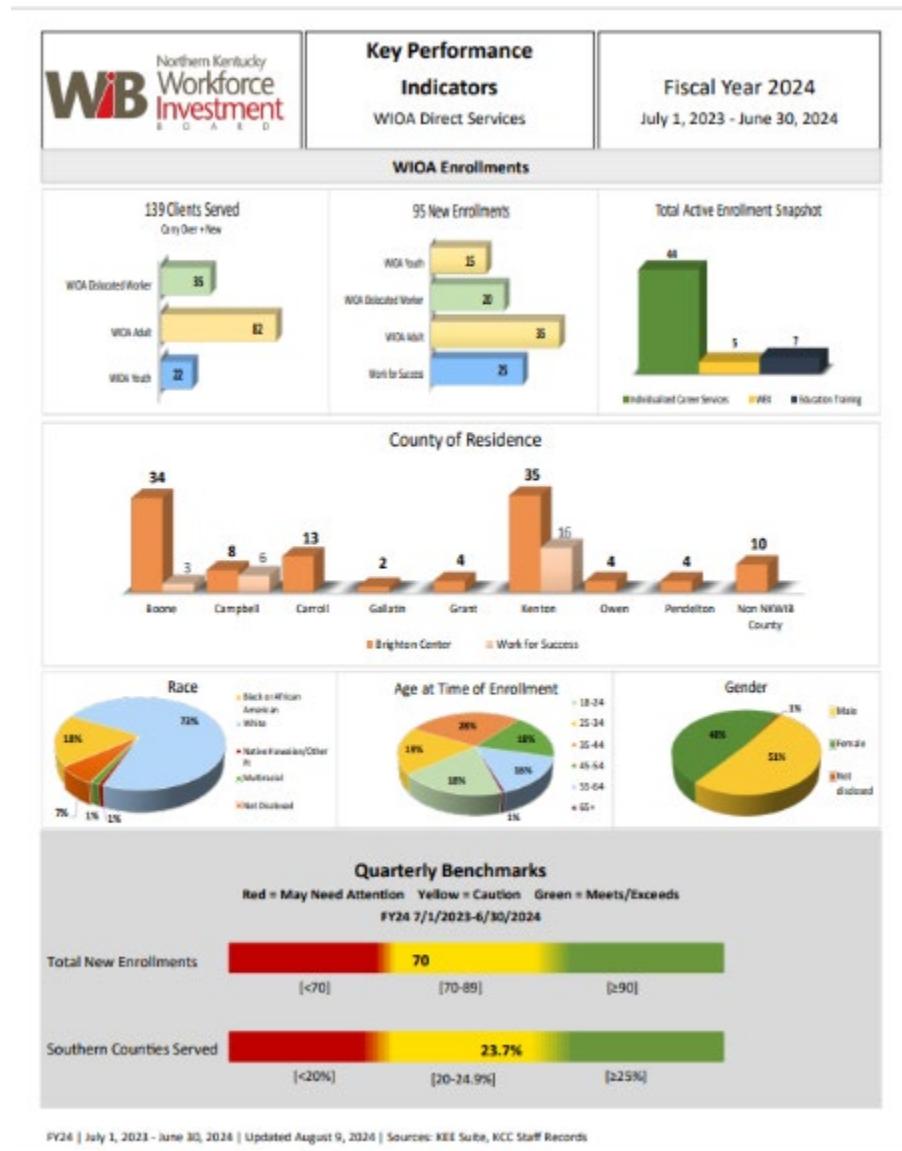
Proposal Cover and Affirmation Form – Please complete the Proposal Cover Sheet and Affirmation Form. The completed form will be the first page of the organization's proposal.

**Proposal to Deliver Workforce Services to
Adults, Dislocated Workers & Youth/Young Adult
and Provide Business Services to Employers
in the Northern Kentucky Local Workforce Area
and
Affirmations Form**

During Program Year 2026 (July 1, 2026 – June 30, 2027)

Name of Proposing Organization:		
Mailing Address (Street, City, State, ZIP):		
Phone Numbers:	DUNS # (required):	
Type of Organization (non-profit, for-profit, LLC, etc.):	Year Established:	
Contact Persons		
Name:	Title:	Email
AFFIRMATIONS: The person signing below affirms that he/she is authorized to submit this proposal on behalf of the proposing entity. The person signing below further affirms that the proposing entity can perform the services as described in the attached proposal and agrees to the Northern Kentucky Workforce Investment Board's terms of service as described in the Request for Proposals to which this proposal responds.		
Signature:		Date:
Printed Name:		Title:

Appendix 2 – FY2024 Enrollment Data and Key Performance Indicators (KPI)



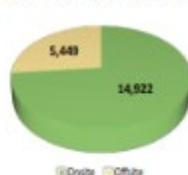
FY24 | July 1, 2023 - June 30, 2024 | Updated August 9, 2024 | Sources: KEE Suite, KCC Staff Records

NKY Job Seekers

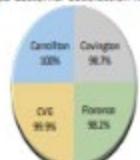
Reported Job Placements



Customers Served Onsite & Offsite



KCC Customer Satisfaction Rate

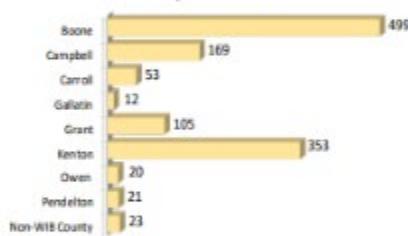


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Employer Engagement

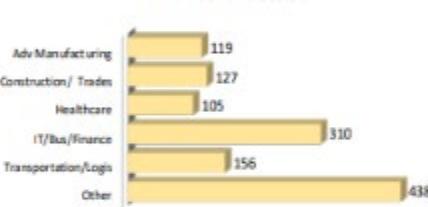
Employers Served by Location

County of Business



Employers Served by Sector

NKY In-demand Sectors



Unique Employers

Individual Establishments Served

1,255

Market Penetration Rate

7.7%

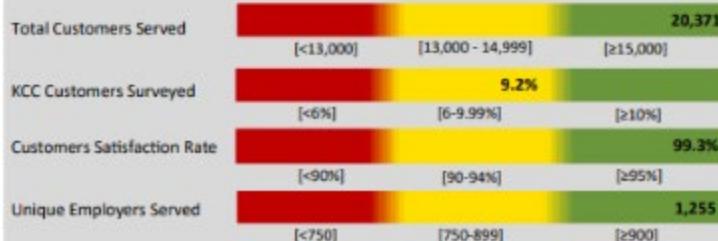
Labor Force Participation Rate (June)

	Northern KY	Kentucky	National
	66.4%	57.4%	62.6%

Quarterly Benchmarks

Red = May Need Attention Yellow = Caution Green = Meets/Exceeds

FY24 7/1/2023-6/30/2024



FY24 | July 1, 2023 - June 30, 2024 | Updated August 9, 2024 | Sources: KIBES, KY Stats, US Census Bureau, BLS, KCC Records

Appendix 3 – Current Negotiated Performance Rates

Northern KY WDB (Workforce Development Board)
PY24/PY25 Performance Rates

Youth	PY24 State Rates	PY24 NKY Final Rates	PY25 State Rates	PY25 NKY Final Rates
Employment Rate 2 nd Quarter After Exit	70%	70.0%	71%	71%
Employment Rate 4 th Quarter After Exit	73%	74%	74%	75%
Median Earnings 2 nd Quarter After Exit	\$5,035	\$5,035	\$5035	\$5,035
Credential Attainment within 4 Quarters After Exit	63%	75%	64%	76%
Measurable Skills Gains	50.0%	75%	50%	75%

Appendix 4 - References

NKADD: www.nkadd.org

Local KCC and WIB website: <http://www.nkcareercenter.org/>

Additional WIOA Information: <https://www.doleta.gov/wioa>

Training and Employment Guidance Letters: <https://kwib.ky.gov/>

Kentucky Career Center (KCC) state website: <http://kcc.ky.gov/>

KCC / Career Center Certification

<https://kcc.ky.gov/KCC%20Policies/KCC%20Certification%20Instructions.pdf>

<https://kwib.ky.gov/Local-Boards/Documents/KCC%20Certification%20Instructions.pdf>

Kentucky Workforce Innovation Board <https://kwib.ky.gov/>

NKWIB WIOA Youth Policy & Procedures Manual

<https://nkadd.sharepoint.com/:b/s/workforcedev/ERuuQbsz2Xl0nH1nc6nZSKkBTHSmX17WYLJabXe84R3wQ?e=rqpMTu>