

**KentuckianaWorks**  
**Kentuckiana Regional Occupation Outlook Project**  
**Request for Proposals**

**Background:** KentuckianaWorks coordinates workforce development activities for Jefferson County as well as six neighboring counties in the metro area. It is a joint city/county agency, with the City of Louisville as its fiscal agent. It is responsible for carrying out programs under the federal Workforce Investment Act of 1998, and other programs funded primarily through the U.S. Dept. of Labor. KentuckianaWorks partnered with the Lincoln/Trail Workforce Investment Area (Kentucky) and the Southern Seven Workforce Investment Area (Indiana) to apply for this grant.

KentuckianaWorks received this grant award of \$100,000 to conduct a regional “Community Audit,” providing information to assist the community in designing, improving and targeting workforce development services. (Not all of the funds will go toward research outlined in this RFP – see Proposal Format.) In DOL’s words, the grants are to “allow local stakeholders to bring together economic and labor market trend information which will support strategic planning and Workforce Investment Act (WIA) program implementation in their area, including customer service through the One-Stop Center system.”

This solicitation requests proposals from entities to perform certain research-related tasks described in detail. Entities may propose to bid on one or more products as part of this project. Proposals may be developed by more than one entity that partner to do certain tasks within the project. These individuals or firms must indicate how the partnership will produce the desired product(s).

**Geographic Scope of Project:** The product is to cover a 24-county region including the Louisville metropolitan area and surrounding region. The counties to be included are:

KentuckianaWorks Workforce Investment Area (WIA) (KY)	Jefferson, Oldham, Shelby, Spencer, Bullitt, Trimble, Henry
Lincoln Trail WIA (KY)	Breckinridge, Grayson, Hardin, Larue, Marion, Meade, Nelson, Washington
Southern Seven WIA (IN)	Clark, Crawford, Floyd, Harrison, Orange, Scott, Washington
Other adjoining counties	Carroll (KY), Jefferson (IN)

## The products:

- **A method for producing a regular, regional occupational outlook.** This should project high wage/high growth occupations for the region, and provide information on each occupation describing skills and educational requirements, general occupational details (wage, benefits, etc.). Occupations on this “top growth” list must meet certain income levels, determined by research organization and project advisors. Respondents should include cost estimates for providing the initial report for 50 occupations and also for 100 occupations. Occupations may be limited to significant key industry sectors if research organization and project advisors deem it necessary to provide meaningful information.

Respondents must detail how they would use existing labor market data from federal, state and local sources to compile the core of this outlook. Supplemental information to localize and enhance this data should be considered and described as well. This may take the form of surveys, focus groups, or other methods – perhaps integrating other studies. Use of existing employer groups may be considered. Information regarding lower-level, “feeder” occupations that do or can provide candidates for these high-wage, high-growth occupations would be valuable information for the community. *Demonstration of an efficient, user-friendly methodology for the responsive and ongoing monitoring of industry trends that impact skill demands is the key element of a successful proposal.*

This “occupational outlook” final product should be presented in a Web-based format, allowing users easy access and means to navigate through the information from occupational descriptions to skills and educational requirements to training sources. The outlook would also be provided in a print version, as well. Report formats must provide a means for non-economists to regularly check for trends that have implications for career and training decisions. Respondents should demonstrate what the Web-based format would look like and demonstrate how it would work. *These formats for information presentation and the ability to update the information is also a key feature of successful proposals.*

*As mentioned above, respondents must demonstrate how they will integrate existing uniform data sources into this product, and how the system can be updated with new information as it is published.* Data sources include the U.S. Dept. of Labor’s Bureau of Labor Statistics (employment projections), O\*Net (knowledge, skills and abilities linked with occupations), the Kentucky Dept. for Employment Services (labor market information and local occupational outlooks), and information available through the Kentucky State Data Center at the University of Louisville. The State of Indiana provides labor market data, as well.

A useful feature of the system would be the ability to pull out information for individual counties, groups of counties and/or Workforce Investment Areas.

- **Analysis of labor force trends for select high-growth, high-income occupations.** This research would occur once an occupational outlook is completed and analyzed by workforce and economic development experts in advisory positions to this project. This piece of the research will help ensure workforce investments line up with economic development goals of the region.

*Respondents should describe a method to assess the labor market supply relative to specific occupations chosen.* For example, if “nurse” is chosen, respondent may track employment growth rate compared with local graduation rates, other educational trends, and/or examine occupations lower on the career ladder or recognized “feeder” jobs. (A labor force analysis using the 2000 Census is currently underway and it may provide some information useful to this piece of the project at a later date.)

Respondents may describe the process using one occupation as an example. Determination of how many are chosen for analysis will depend on funding available. The goal of this piece of the research is to explore several occupations within specific growth industries in the region, with as much detail as possible to determine the region’s “pipeline” of workers to fill select higher-level occupations.

**Key project goals/customers:** In general this project will ensure all key entities involved in economic and workforce development share the same information about the economy and can make strategic decisions based on common knowledge. Customers for this information will include:

Job Seekers  
Career Counselors  
Program Planners  
Trainers

Economic Development Personnel  
Curriculum Designers  
Human Resource Managers  
Educators

In addition, information provided through this research should assist local workforce development professionals in establishing performance standards. Accountability and employer focus are key to successful implementation of the Workforce Investment Act of 1998. States and local areas must continually provide meaningful standards and benchmarks for their programs. Ongoing, up-to-date information on how to target programs and assist local economic development is key to determining local success.

Examples of this type of research project are found throughout the country. Two specific examples may be reviewed at [www.workforce.org](http://www.workforce.org) (go to “occupational outlook”), and [www.cdr.state.tx.us/emerging/index.htm](http://www.cdr.state.tx.us/emerging/index.htm) (go to “view occupations”). This information is compiled using a combination of available data on the state and federal level and involvement of local employers, educators and others.

**Proposal format:** Each proposal should include:

- Summary of qualifications of responding organization(s), including experiences of individuals involved with the organization(s).
- Description of proposal to produce desired product(s). This should include an outline of steps recommended to produce desired information; sources of data that will be used, and primary research recommended to supplement existing data.
- Project timeline –Project must be completed in six to eight-month timeframe. This should include a work product ready for distribution to community and a step-by-step process for regular updates.
- Project budget – Should include individual fees and research costs with a comprehensive project cost. Approximately \$60,000 is available from grant funds for the research outlined in this project.
- Proposals must be signed by an authorized official of the proposer’s organization and must contain all required forms and signatures as specified. Contact person for follow up questions should also be identified.

**Evaluation Criteria:**

*Criteria will vary somewhat depending on which pieces of this project respondents propose to complete. In general proposals will be reviewed using this criteria:*

Experience in conducting labor market research and analyzing labor market information	25 points
Method described to produce occupational outlook regularly Including use of existing data, and other information	30 points
Report presentation (Web format; usability, flexibility, method for updates)	25 points
Feasibility of workplan within timeframe and budget	10 points
Overall proposal presentation, alignment with project goals	5 points
Demonstration of knowledge of local area, key stakeholder groups	5 points

**Submission Deadline:**

Proposals must be received at the following address by 5 p.m., April 30, 2002, to be eligible for review. *Faxed proposals will not be accepted.* Respondents must supply five copies of the proposal (only one copy of each attached form is necessary).

KentuckianaWorks  
410 West Chestnut  
Suite 200  
Louisville, Kentucky 40241  
502/574-2500  
Attn: Janet Black (jblack@louky.org)  
[www.kentuckianaworks.org](http://www.kentuckianaworks.org)

Proposals may be requested from the agency or downloaded from the Web site –  
[www.kentuckianaworks.org](http://www.kentuckianaworks.org).

**Important note:** Supplemental information for proposal submitters will be posted on the Web site regularly as significant questions arise. Staff will attempt to answer any questions and offer insight as needed and in a timely manner.

## FINANCIAL CAPABILITY CERTIFICATION

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(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 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.

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Name and Title of Certifying Official

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Signature/date

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(PLEASE PRINT ORGANIZATION NAME)

**ASSURANCES**

1. The applicant assures that it will establish, in accordance with Section 184 of the Workforce Investment Act (WIA) or Section 403 of Title IV Part A of the Social Security Act as amended by the Balanced Budget Act of 1997, fiscal control and fund accounting procedures that may be necessary to ensure the proper disbursement of, and accounting for, funds received.
2. The applicant assures that funds will be spent in accordance with Workforce Investment Act and Welfare-to-Work legislation, regulations, written Department of Labor guidance and all other applicable federal and state laws.
3. The applicant assures that it will comply with the confidentiality requirements of Section 136 (f)(3) of WIA or 20 CFR Part 645.
4. The applicant assures that it will collect and maintain data necessary to show compliance with federal non-discrimination provisions.
5. The applicant assures that veterans will be afforded employment and training activities authorized in Section 134 of the WIA, to the extent practicable.
6. The applicant assures that it will comply with the following federal guidelines applicable to them:

29 CFR part 97                      Uniform Administrative Requirements for State and      Local Governments (as amended by the Act)

29 CFR 96 (as amended by OMB Circular A-133)

29 CFR part 98                      Drug Free Workplace

Public Law 101-336                  Americans with Disabilities Act

**Certification Regarding**  
**Debarment, Suspension and Other Responsibility Matters**  
**Primary Covered Transactions**

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 16, 1988, Federal Register (Pages 19160-19211).

1. The prospective primary participant, (i.e. grantee) certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this proposal been convicted 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 false 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 any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - d. Have not within a three-year period preceding this application/proposal had one or more 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 proposal.

**Certification Regarding Lobbying**  
**Certification for Contracts, Grants, Loans and Cooperative Agreements**

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and



the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**CFR Part 34**  
**Nondiscrimination and Equal Opportunity Certification**

As a condition to the award of financial assistance from the local Workforce Investment Board, the applicant assures, with respect to operation of the program or activity and all agreements or arrangements to carry out the program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of Title IV, Part A of the Social Security Act as amended by the Balanced Budget Act of 1997, the Workforce Investment Act of 1998, including Title VI of the Civil Rights Act of 1964, as amended; the Nontraditional Employment for Women Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 34. The United States has the right to seek judicial enforcement of this assurance.

**I certify that the entity completing this application will adhere to the Assurances; Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transactions; Certification**

**Regarding Lobbying Certification for Contracts, Grants, Loans and Cooperative Agreements; and 29CFR Part 34 Nondiscrimination and Equal Opportunity Certification.**

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Name and Title of Authorized Representative

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Signature / Date