



**FISCAL AGENT/GRANT SUBRECIPIENT  
CONTRACT FACILITATOR  
REQUEST FOR PROPOSAL**

**PURPOSE:**

The Executive Committee of the Governing Board of Local Elected Officials on behalf of the Bluegrass Local Workforce Development Area (LWDA) is requesting quotes from experienced and informed bidders for the following services:

- REFINE and REVISE, as necessary, the Fiscal Agent/Grant Subrecipient Request for Proposal
- SUBMISSION of the Request for Proposal (RFP) to Kentucky Department for Workforce Investment for review, if required
- SOLICITATION of proposals
- FACILITATION of the proposal review
- CONTRACT completion

The Executive Committee of the Governing Board of Local Elected Officials for the Bluegrass LWDA will award a contract for the above-mentioned services based upon cost (20%), experience and knowledge of the Workforce Innovation and Opportunity Act (10%), familiarity of the role of Fiscal Agent/Grant Subrecipients (15%), familiarity of competitive procurement processes (20%), experience in organizing and facilitating group discussion (15%), and writing formal agreements/contracts (20%).

**PROPOSED TIMELINE:**

May 17<sup>th</sup> – Release of RFP for Fiscal Agent/Grant Subrecipient Procurement Facilitator.

June 28<sup>th</sup> – RFP for Fiscal Agent/Grant Subrecipient Procurement Facilitator closes.

July - Fiscal Agent/Grant Subrecipient Procurement Facilitator selected.

July – Review the current Fiscal Agent/Grant Subrecipient RFP and contract. Contact Executive Committee of the Governing Board of Local Elected Officials to discuss information on the RFP process, set expectations, and deliverables.

July – Refine and revise Fiscal Agent/Grant Subrecipient RFP to Executive Committee of the Governing Board of Local Elected Officials for review. Draft must include an evaluation tool and process. Conduct a conference call with Executive Committee of the Governing Board of Local Elected Officials to discuss draft and any requested modifications. Complete modifications.

July – Fiscal Agent/Grant Subrecipient Procurement Facilitator releases the RFP according to State and local guidelines in order to ensure notification of the release has reached a substantial number of local, state, and national individuals/entities. (The Fiscal Agent/Grant Subrecipient Procurement Facilitator will maintain a bidders list.)

August – Bidder's meeting is conducted, if requested by the Executive Committee of the Governing Board of Local Elected Officials.

August – Proposals are due to the Fiscal Agent/Grant Subrecipient Procurement Facilitator and are electronically disbursed to the Executive Committee of the Governing Board of Local Elected Officials with highlights noted from each proposal.

August – Facilitate discussion with Executive Committee of the Governing Board of Local Elected Officials regarding the proposals received for Fiscal Agent/Grant Subrecipient; Meeting should result in a recommendation being made by the Executive Committee of the Governing Board of Local Elected Officials.

August – Develop a report that will be available to document the rationale for the decision of the Executive Committee of the Governing Board of Local Elected Officials. The report should reflect each proposal's name, cost, strengths, weaknesses, rating, and Executive Committee of the Governing Board of Local Elected Official's recommendation.

September – Negotiate contract between Executive Committee of the Governing Board of Local Elected Officials and approved bidder. This would include fiscal expectations, evaluation criteria for renewal of contracts, and budget. The Executive Committee of the Governing Board of Local Elected Officials must approve any modifications completed during negotiations.

September - Complete contract, review contract with Fiscal Agent/Grant Subrecipients provider and Executive Committee of the Governing Board of Local Elected Officials and receive mandatory signatures.

October 1 – Contract is effective.

**PERFORMANCE BASED CONTRACT:**

Payment will be made in four phases:

Phase 1: ¼ of approved amount upon award of contract for above-mentioned services.

Phase 2: ¼ of approved amount upon release of the approved RFP to the general public

Phase 3: ¼ of approved amount upon presenting the Executive Committee of the Governing Board of Local Elected Officials with a satisfactory report reflecting each proposal's name, cost, strengths, weaknesses, rating, and Executive Committee of the Governing Board of Local Elected Official's recommendation.

Phase 4: ¼ of approved amount upon obtaining the signed contract as approved by the Executive Committee of the Governing Board of Local Elected Officials and completed before September 30, 2019.

**PROPOSAL:**

Please provide a proposal that includes your experience and knowledge of the Workforce Innovation and Opportunity Act, familiarity of the role of Fiscal Agent/Grant Subrecipients, familiarity of competitive procurement processes, experience in organizing and facilitating group discussion, and writing formal agreements/contracts. (maximum 3 pages)

Please include a budget on a separate page that reflects the items utilized to determine the quote. The budget should include a detailed breakdown of the expected cost for each item, such as the total number of hours spent on the project (salary/fringe), miles traveled, other (supplies needed, conference call costs, etc.), and indirect/shared costs (based on approved cost allocation plan).

Please submit your original proposal via email by June 28<sup>th</sup>, 2019 to the following address:

<p>Judge Executive Orbrey Gritton Anderson County 137 South Main Street Lawrenceburg, KY 40342 Judgeorbreygritton@nich.twcbc.com<sup>2</sup></p>
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