



REQUEST FOR PROPOSAL

West Kentucky Workforce Investment Board
Serving the Purchase/Pennyrile Workforce Investment Area

“Operation Workforce” Events

January 13, 2012

The West Kentucky Workforce Investment Board (WKWIB) invites requests from local partners for **“Operation Workforce”** events that highlight workforce activities, local industries, and employee preparedness and workforce information to benefit the citizens of the seventeen (17) counties comprising the Purchase/Pennyrile Local Workforce Investment Area (LWIA). The WKWIB requests that counties present a collaborative effort lead by the Chamber of Commerce and/or the Economic Development agency, or in areas without these functioning entities, city/county governments. Local educational entities are encouraged to be involved. Events can range from simple community career/job fairs, introduction of industries to the community, to more customized local needs of special skills/sector showcases. Communities are encouraged to customize their event request to their local needs.

✚ “Workforce Event” Proposal Narrative:

A proposal narrative shall be presented in approximately one typed page that addresses the following characteristics of the “Operation Workforce Event”:

WHAT: Overview of the type of activity and how the activity will support the need for emphasis on workforce skills/demands, preparedness, or information. Groups are encouraged to be creative in drawing attention to workforce needs/issues from all populations/age groups.

WHEN: Event should occur by **June 30, 2012**. Consideration will be given to special events beyond this date, pending the availability of funds.

WHERE: Only one event will be funded per county.

WHO: Groups/agencies to be involved. The roles of each required partner agency/group and their level of support in the activity.

ROI: A statement is required regarding the anticipated return on the investment made in the community by the WKWIB in the Workforce Event. Follow-up to the event will include number of participants, information about the event, any media copies, etc. The statement may be made in monetary or non-monetary terms depending on the community’s vision for the event outcomes.

✦ **“Workforce Event” Budget Request:**

A budget request shall be presented in approximately one typed page that addresses the funding needs of the County-wide Workforce Event.

1. Total Funding:

Funding needs outlined per general activity with detailed estimated costs. No personnel costs of the agencies may be included in the request. No alcohol or entertainment may be covered with the funds. Groups are encouraged to be creative in the request and their budgets may reflect this creativity.

2. Collaborative Support:

Identification of any local support, in-kind, or other direct funding should be referenced in the budget narrative.

3. Expense Reimbursement:

This is a cost reimbursement process with copies of appropriate billing to be submitted within 30 days of the event date. All billing copies should accompany a single billing statement requesting the total reimbursement. This reimbursement request should be sent to the same address as the proposal. If there are delinquent billings, then a statement should be attached noting this.

✦ **Funding Awards:**

Funding will be allocated from amounts of **\$100** up to **\$3,500**. This is not a competitive funding process. Each funded entity may be asked to sign a short financial agreement. Payment will be reimbursement with normal billing documentation required. Announcements of awards will be made as proposals are received. Correspondence will be sent to each funded request announcing the amount of funding, etc.

✦ **Submission Information:**

The WKWIB feels this is a unique opportunity for communities to bring a level of awareness to workforce issues, workforce participants, workforce competitiveness and the potential effect of these areas on local economies. We encourage questions and discussions on this offering.

Q & A's should be directed to the following WKWIB staff: Tom Sholar or Ann Oldham at 270-886-9484, Pennyriple Area Development District; Mary Anne Medlock at 270-247-7171, Purchase Area Development District; or Sheila A. Clark, WKWIB Director at 270-886-9484.

All proposals are due no later than **March 15, 2012**, by **4:30 p.m.** to the West Kentucky Workforce Investment Board. Proposals may be mailed for receipt at the address below on, or before, this date. Proposals may also be e-mailed or faxed. However, it is the responsibility of the submitting entity to ensure the proposal's receipt by the deadline.

E-mail address: Sheila Clark, WKWIB Director
Sheila.clark@ky.gov
Fax: 270-886-3211
Mailing address: West KY Workforce Investment Board
300 Hammond Drive
Hopkinsville, KY 42240