



# Guidance

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COMMONWEALTH OF KENTUCKY  
DEPARTMENT OF WORKFORCE INVESTMENT  
Department of Fiscal and Budget Integrity  
(502) 564-7456

**POLICY NAME: Kentucky Career Center One-Stop Operator Procurement**

**Policy Number: 17-100**

**Date of Issue: March 20, 2017**

**Effective Date: March 20, 2017**

**Applies /Of Interest to: Local Workforce Development Boards (LWDBs), Chief Local Elected Officials (CLEOs), LWDB Directors and staff**

**For further information contact:** The Office of Employment and Training

**Email:** [teamofexperts@ky.gov](mailto:teamofexperts@ky.gov)

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## **PURPOSE:**

To provide guidance to the Kentucky Local Workforce Development Boards (LWDBs) as it relates to the procurement of the federally mandated One-Stop Operators of the Kentucky Career Centers under WIOA.

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Pursuant to WIOA, LWDBs must competitively procure the One-Stop Operator for the comprehensive Kentucky Career Center system. This procurement must meet the criteria as outlined in 20 CFR 678.605, ensuring an efficient and effective process is in place for the selection of the One-Stop Operator.

The One-Stop Operator is charged with coordinating the service delivery among partner agencies in the Kentucky Career Center system. The six core programs under WIOA create an integrated, "one-stop" system of workforce investment and education activities for adults and youth. The programs under WIOA include:

- Adult, Dislocated Worker and Youth – authorized under WIOA Title I and administered by the U.S. Department of Labor;
- Adult Education and Family Literacy Act (AEFLA)– authorized under WIOA Title II and administered by the U.S. Department of Education;
- Employment Service authorized under the Wagner-Peyser Act, as amended by WIOA Title III and administered by the U.S. Department of Labor, and
- Vocational Rehabilitation (VR) authorized under Title I of the Rehabilitation Act of 1973, as amended by WIOA Title IV and administered by the U.S. Department of Education.

## **Competitive Procurement Requirements**

The minimal guidelines to assist the LWDBs (or the respective third party entities when the LWDB may be applying to be the One-Stop Operator), in developing the competitive procurement documents (RFPs) at the local level, are in the attachment titled, “State Guidelines for Local Workforce Development Boards – One-Stop Operator Procurement.” Each LWDB shall incorporate these required guidelines.

Upon receipt of notification of LWDB’s intent to competitively procure the One-Stop Operator or the LWDB’s intent to apply as a One-Stop Operator and engage a third party entity to facilitate the RFP process, sample questions and an RFP template will be sent to the entity facilitating the RFP process.

## **Forthcoming Policy Issuance**

The Commonwealth will issue an emergency regulation effective no later than March 31, 2017 to provide guidance and clarification to Local Workforce Development Areas (LWDAs) regarding the hiring of a Director and/or staff to perform LWDB functions and to provide guidance to LWDAs where entities function in a variety of roles, including Fiscal Agent, One-Stop Operator and/or Career Services Provider. Entities employing or contracting to provide staff to LWDBs will not be eligible to serve as One-Stop Operator and/or as Career Services Provider.

## **Inquiries**

A list of Frequently Asked Questions with accompanying answers is provided as an attachment to this document. Please refer to these FAQs prior to submitting written inquiries to the Kentucky Office of Employment and Training (OET). To remain compliant and maintain integrity with the procurement process, inquiries regarding this guidance should be directed to OET at the following address: [teamofexperts@ky.gov](mailto:teamofexperts@ky.gov).

## **Attachments:**

- **Attachment 1**  
State Guidelines for LWDBs – One-Stop Operator Procurement
- **Attachment 2**  
FAQs regarding One-Stop Operator Procurement
- **Attachment 3**  
References

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## **REFERENCE:**

- Workforce Innovation and Opportunity Act (WIOA) sec. 121(d)
  - Training and Employment Guidance Letter WIOA No. 15-16 Competitive Selection of One-Stop Operators – Jan. 17, 2017
  - WIOA Joint Rule for Unified and Combined State Plans Performance Accountability and the One-Stop System Joint Provisions: Final Rule, Subpart D – One-Stop Operators
  - Uniform Administration Guidance (2 CFR 200.318-326)
  - Kentucky Policies 15-001 and 15-002 (as amended), 17-001 and 17-002
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