

**LOCAL AREA I CHIEF ELECTED OFFICIALS BOARD AND
LOCAL AREA I WORKFORCE DEVELOPMENT BOARD
REQUEST FOR PROPosiL
PAYMASTER and ACCOUNT SERVICES CONTRACT**

Contract Start Date- April 1, 2019

Closes- February 21, 2019 5 p.m. Central Time

For Information Contact:

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Kansas Local Area I Workforce Board
631 E. Crawford, Suite 206
Salina, KS 67401
785-493-8018
rosemary@kansasworkforceone.org

READ THIS REQUEST CAREFULLY

Failure to abide by all of the conditions and requirements of this RFP may result in the rejection of a bid.

**Local Area I Chief Elected Officials Board and
Local Area I Workforce Development Board
Request for Proposal (RFP)
Paymaster and Accounting Services Contract**

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**Local Area I Chief Elected Officials Board and
Local Area I Workforce Development Board
Request for Proposal (RFP)
Paymaster and Accounting Services Contract**

I. Introduction

A. Purpose

The Local Area I Chief Elected Officials Board (CEOB) and Local Area I Workforce Development Board (LWDB), Kansas WorkforceONE (Wf1), is issuing this Request for Proposal (RFP) for the purpose of securing an independent Paymaster and Accounting Service entity to provide professional accounting services in accordance with the Workforce Innovation and Opportunity Act (WIOA).

B. Program Overview

The Workforce Innovation and Opportunity Act of 2014 was passed into law June 25, 2014. The purpose of WIOA is to amend and reauthorize WIA into a more efficient program that can help train workers for long-term careers. The workforce systems will increase the employment, retention and earnings of participants, and increase attainment of occupational skills by participants, resulting in a quality workforce, which reduces welfare dependency and enhances the productivity and competitiveness of the Nation.

There are three components of the WIOA Title I programs: Adult, Youth and Dislocated Worker. Funds are distributed by formula to local areas by the Kansas Department of Commerce (KDOC). A maximum of 10% of each WIOA program funds may be used for local administration.

Additional grants/programs currently operated by Kansas WorkforceONE: Kansas Health Professions Opportunity Project (KHPOP), Disability Employment Initiative (DEI), Registered Apprenticeship Accelerator (RA), End Dependence Kansas (EDK), Fatherhood (FH), Workforce Innovation Fund (WIF), Kansas Advanced Manufacturing Project (KAMP), Registered Apprenticeship Expansion (RE), Reno County Chamber of Commerce and Kansas Department of Corrections contract.

C. Funding Overview

WIOA funds are allocated and made available to local areas annually. The program year for WIOA programs generally is July 1-June 30. Funds are available for expenditure by the local areas for a period of two years. Funds unexpended within the two-year period are subject to recapture by Kansas

Department of Commerce. Funds for the Adult and Dislocated worker program are allocated according to a July 1 to June 30 program year, which includes "program year" funding allocation for the period July 1-September 30, and a "fiscal year" funding allocation for the period October 1-June 30. Youth Program funds are made available in a single April 1 to June 30 allocations.

Based on the two-year availability of funding, each WIOA program may have open budgets during three program years. For local financial reporting purposes, the "program year" and "fiscal year" allocations may be combined into a single program year budget.

Current funding sources:

United States Department of Labor
United States Department of Health and Human Services
Kansas Department of Commerce
Kansas Department for Children and Families
Kansas Department of Corrections
Reno County Chamber of Commerce

Kansas WorkforceONE continues to anticipate securing funds from additional public and private grants which would be incorporated into the scope of work as future need may arise.

II. General Instructions

A. Request for Application

The CEOB and Kansas WFI are soliciting proposals from qualified entities to serve as Paymaster and provide general accounting for all funds operated in Local Area I. The purpose of this Request for Proposal (RFP) is to solicit proposals and provide the general guidelines and procedures for submitting such a proposal. The individual(s) named below will be the point of contact to obtain the RFP package:

Local Area I Administrative Office
631 E. Crawford, Suite 206
Salina, KS 67401
785-493-8018
Rose Mary Flores
rosemary@kansasworkforceone.org

B. Submission of Proposals

1. One (1) copy of the proposal, with original signatures of an authorized representative of the entity submitting the proposal, and an electronic copy

(written Microsoft Word) forwarded by email or flash drive, must be received by the individual(s) named below, no later than 5:00 p.m. Thursday, February 21, 2019. Proposals received after stated time will not be considered.

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2. The cost of developing and submitting the proposal is entirely the responsibility of the bidder. This includes costs to determine the nature of engagement, preparation of proposal, submitting the proposal, negotiating for the Contract and other costs associated with this request for proposal. All responses will become property of the Local Area CEOB and Kansas WorkforceONE and will be matter of public record subsequent to the award of the Contract or rejection of the bid.

C. Key Dates

January 14, 2019	RFP Available for Distribution
January 28, 2019	Pre-Proposal Questions Due
February 5, 2019	Pre-Proposal Conference
February 21, 2019	Deadline for Proposals to be Received
March 8, 2019	Bid Selection (may be followed by Contract negotiations)

D. Pre-proposal Conference

A pre-proposal conference call will be held at 10:00 AM Central Time on Tuesday, February 5, 2019 using the following conference call number:

1-712-451-0982 Passcode 135371

Attendance is not required at the pre-proposal conference but is encouraged. Proposers electing to participate in the pre-proposal conference call must notify WFI by 5PM Central Time on February 4, 2019 via email at rosemary@kansasworkforceone.org.

ALL QUESTIONS REQUESTING CLARIFICATION OF THE REQUEST TO BE ADDRESSED AT THE PRE-PROPOSAL CONFERENCE MUST BE SUBMITTED BY EMAIL TO ROSEMARY@KANSASWORKFORCEONR.ORG PRIOR TO 5:00 P.M. CENTRAL STANDARD TIME ON January 28, 2019.

Impromptu questions will be permitted and spontaneous unofficial answers provided, however proposers should clearly understand that the only official answer or position of the Local CEOB and WFI would be in writing.

Failure to notify Local CEOB and WFI of any conflicts or ambiguities in the Request may result in items being resolved in the best interest of the Local CEOB and WFI. Any modification to this Request as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing and posted at www.kansasworkforceone.org. Only written communications are binding.

III. Selection Process

A. General Information

The procurement process will be confidential. Members of the CEOB, Fiscal and Executive Committees will not disclose information regarding the procurement process to outside sources of any kind. The number of names of proposing entities will not be disclosed until a contract is awarded. No information regarding individual bids will be disclosed to outside sources. The CEOB and Kansas WorkforceONE reserve the right to reject any and all proposals.

B. Review Process

Written proposals will be reviewed and evaluated by the Fiscal Committee utilizing the Proposal Evaluation Form (Attachment E). The fiscal committee will make a recommendation to the CEOB and LWDB on March 8, 2019.

C. Selection Process

The full WFI Board will make the selection and present to the Chief Elected Official Board of Local Area I for ratification. Members maintain the right to contact bidders after the proposal submission to clarify proposal elements.

IV. General Information and Contractor Requirements

A. Contract Period

The contract period for the Paymaster and Accounting Services will be from April 1, 2019 to June 30, 2021 with two one-year renewal periods.

B. General Provisions

1. **Inquiries:** All inquiries, written or verbal, shall be directed to the WFI.

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631 E. Crawford, Suite 206
Salina, KS 67401
785-493-8018
Rose Mary Flores
rosemary@kansasworkforceone.org

Communication is prohibited between the proposers, its employees, representatives, or agents, and any WFI employee, representative, or agent, other than as stated above, regarding this Request except with designated participants in attendance **ONLY DURING:**

- Negotiations
- Contract Signing
- As otherwise specified in this Request

Violations of this provision by the proposer or Kansas WFI personnel may result in the rejection of the proposal.

2. **Negotiated Procurement:** Final evaluation and award is made by the Local Area I CEOB and LWDB.
3. **Appearance Before Boards:** Any, all, or no proposers may be required to appear before the Local Area I CEOB and LWDB to explain their understanding and approach to the project and/or respond to questions from Local Area I CEOB and LWDB concerning the proposal; or, Local Area I CEOB and LWDB may award to the low bidder without conducting negotiations. Local Area I CEOB and LWDB reserves the right to request information from proposers as needed. If information is requested Local Area I CEOB and LWDB is not required to request the information of all proposers.
4. **Negotiation:** Proposers selected to participate in negotiations may be given an opportunity to submit a best and final offer to Local Area I CEOB and

LWDB. Prior to a specified cut-off time for best and final offers, proposers may submit revisions to their proposals. Meetings before Local Area I CEOB and LWDB are subject to the Kansas Open Meetings Act.

5. **Revisions:** No additional revisions shall be made after the specified cut-off time unless requested by the Local Area I CEOB and LWDB.
6. **Acceptance or Rejection:** Local Area I CEOB and LWDB reserves the right to accept or reject any or all proposals or part of a proposal; to waive any informalities or technicalities; clarify any ambiguities in proposals; modify any criteria in this Request; and unless otherwise specified, to accept any item in a proposal.
7. **Agreement:** The successful bidder will be required to enter into a formal contract that is acceptable to Local Area I CEOB and LWDB. Special Provisions within the agreement allow for the addition of attachments, amendments, and special conditions that may be negotiated by the successful bidder and Local Area I CEOB and LWDB. The bidder's response to this RFP shall be included as a legal part of the agreement. In the absence of any language to the contrary, this RFP will be the determining document in questions of compliance with the specifications for this project.
8. **Contract Formation:** No contract shall be considered to have been entered into by Local Area I CEOB and LWDB until all statutorily required signatures and certifications have been rendered; and a written contract has been signed by the successful proposer and Local Area I CEOB and LWDB.
9. **Open Records Act (K.S.A. 45-205 et seq.):** All proposals become the property of the Local Area I CEOB and LWDB. Information contained in proposals will become open for public review once a contract is signed or all proposals are rejected. Any information deemed proprietary by the vendor should be labeled as such. The final determination of proprietary will be the responsibility of Kansas WorkforceONE. Price/Cost information is not considered proprietary.
10. **Federal, State and Local Taxes-Governmental Entity:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. The successful proposer shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Request.
11. **Debarment of Contractors:** Any vendor who defaults on delivery as defined in this Request may be barred after reasonable notice to the person involved and reasonable opportunity for that person to be heard. The Executive Director (ED), after consultation with the attorney of record for Local Area I CEOB and LWDB, may debar a person for cause from

consideration for award of contracts. The debarment shall not be for a period exceeding three years. The ED, after consultation with the attorney, shall have authority to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment. The suspension shall not be for a period exceeding three years unless an indictment has been issued for an offense which would be a cause for debarment, in which case the suspension shall, at the request of the attorney, remain in effect until after the trial of the suspended person.

12. **Insurance:** Local Area I CEOB and LWDB shall not be required to purchase any insurance against loss or damage to any personal property nor shall Local Area I CEOB and LWDB establish a "self-insurance" fund to protect against any loss or damage. Subject to the provisions of the Kansas Tort Claims Act, the vendor shall bear the risk of any loss or damage to any/ personal property.
13. **Assurances:** Contractor will comply with assurances under the Workforce Investment and Opportunity Act and pursuant to this proposal will be subject to the laws, policies and procedures, including but not limited to the list below:
 - WIA Public Law 105-220, August 7, 1998 and WIOA Workforce Innovation and Opportunity Act Public Law H.R. 803 and all rules and regulations
 - 2 CFR Part 200
 - other such laws, regulations, policies, procedures and/or guidance as may be promulgated

Submission of the RFP Package with all required signatures signifies the bidder understands and agrees with all the assurances listed above and any new additions from funders during the term of any contract.

C. Qualified Contractors

To be qualified as a bidder applying for the Paymaster and Accounting Services contract the entity must meet the following requirements:

1. Be an established entity with a proven record of experience providing Paymaster or similar types of services;
2. Have an accounting system adequate to record WIOA funds assuring transactions are properly recorded and executed, and reports and books of accounts are auditable;

3. Have a professional Accountant on staff or subcontract with a professional Accounting Firm (Subcontract documentation must be provided with this proposal);
4. Comply with Generally Accepted Accounting Principles and all applicable requirements as set forth by the Kansas Fiscal Policies and Procedures for Employment and Training;
5. Generate all payments by check;
6. Maintain and operate an on-line payroll and program activity program;
7. Abide by such guidelines as may be required by the State of Kansas and WIOA regulations;
8. Ensure every office, director, agent or employee authorized to act on behalf of the bidder in receiving or depositing funds into program accounts or in issuing financial documents, checks or other instruments of payments for program costs be bonded to provide protection from loss.

D. Cost Analysis

The paymaster and accounting services contract is a fixed price contract with associated costs clearly assigned by specific duties/service performed. Contract duties/services are defined in Section IV - F Contract Statement of Work of this RFP.

Sample Fees for Service Schedule Categories

- Expenditure Processing
- Accounts Receivable Processing
- Deposit Processing
- Monthly Reporting
- Completion of Annual Tax Compliance Forms and Reporting
- Payroll Processing
- Completion of Payroll Compliance Filings
- Timekeeping System
- Other services (with explanation)

The following are the historic costs incurred for paymaster and accounting services by Kansas WorkforceONE:

Program Year	Date Range	Expense Incurred
PY2015	July 1, 2015 to June 30, 2016	\$47,937
PY2016	July 1, 2016 to June 30, 2017	\$54,793
PY2017*	July 1, 2017 to June 30, 2018	\$70,198

1 PY2018 -Partial 1 July 1, 2018 to November 30, 2018 1 \$31,28:J-

* PY2017 costs included costs associated with the set up and deployment of new payroll and activity tracking system.

E. Employer of Record

Kansas WorkforceONE is considered the employer of record for all participants enrolled in the WIOA work experience program and as such:

1. Workers Compensation and Liability Insurance:

The LWDB maintains workers compensation and liability insurance required by state law in the amount to cover any liability imposed upon an employer for damages on account of personal injuries, including death resulting from, or sustained by, employees by reason of any employee-related accident. General liability insurance (bodily injury) will be provided to cover claims arising from bodily injury or death to third parties occurring on business premises or through operations, except those arising from motor vehicles away from the premises and those covered by workers compensation law. The premiums for this insurance coverage are paid with WIOA funds. The contractor will be responsible for making all payments on behalf of the LWDB through the vouchering process.

2. FICA, Federal and State Income Withholding Taxes:

The Contractor will calculate FICA, federal and state income withholding taxes. The Contractor will deposit payroll taxes withheld, complete and file the necessary returns in accordance with federal and state law. The employer's share of FICA will be paid with WIOA Funds and is not part of the Contract costs incurred by the Contractor. However, any financial penalties incurred due to late or inaccurate reports are to be assumed by the Contractor.

3. W-2 Forms

The Contractor will prepare and send a W-2 form to each participant. W-2 forms returned by the Post Office due to an incorrect address are to be forwarded to the LWDB for distribution.

4. I-9 Forms

The LWDB will retain copies of I-9 forms in compliance with the Immigration Reform and Control Act. Local Area I will be responsible for

compliance with provisions of the WIOA and as such will be liable for violation penalties to participants, they enrolled in the WIOA program.

F. Contract Statement of Work

1. Establish and maintain an accrual accounting system for each designated program to reflect each funded program and program year. Programs include:
 - a. WIOA Adult Program
 - b. WIOA Youth Program
 - c. WIOA Dislocated Worker Program
 - d. WIOA Administration
 - e. WIOA Rapid Response
 - f. HHS Kansas Health Professions Opportunity Project
 - g. Fatherhood
 - h. Apprenticeship Accelerator
 - i. Apprenticeship Expansion
 - j. Kansas Advanced Manufacturing Program
 - k. End-Dependence Kansas
 - l. Workforce Innovation Fund
 - m. KDOC Disability Employment Initiative
 - n. Reno County Chamber of Commerce
 - o. Kansas Department of Corrections
 - p. Any additional funding sources as obtained by the Local Area.
2. Establish and maintain an accrual accounting system for non-WIOA-funded programs, e.g. other federal grants, contracts for services and/or donations.
3. Within each fund, establish line item program budgets and sub-contract budgets as determined by the LAI LWDB. Maintain current, accurate financial records for each budget. Ensure that all financial transactions and records are kept in accordance with generally accepted accounting principles applicable under state and federal laws and regulations.
4. Maintain all general ledger accounts for Kansas WorkforceONE programs.
5. Maintain and reconcile all required bank/checking accounts.
6. Establish and maintain an appropriate disbursement account(s) for receipt and disbursement of funds from KDOC and other sources. Accounts must be maintained with an institution with federal deposit insurance coverage.
7. Process and disburse payroll funds for all work experience participants in accordance with time sheets. It is anticipated the approximate number of checks to be produced and mailed will be average 100 per month. The number of checks will vary substantially from month to month. The Paymaster and Accounting Services entity will be responsible for mailing checks to

designated recipients. All costs for processing and mailing checks should be included in the work costs proposal fee.

8. Process and disburse payroll funds for all Kansas WorkforceONE staff in accordance with time sheets. It is anticipated the approximate number of checks to be produced and mailed will be approximately 25 on a bi-weekly basis. The Paymaster and Accounting Services Entity will be responsible for mailing checks/pay stubs to designated staff. Direct deposit capabilities would be preferred. All costs for processing and mailing checks/pay stubs should be included in the work costs proposal fee. The staff payroll system must also have the ability to track program activity, vacation and sick leave. The time clock system must be on-line.
9. Disburse funds to program operators, sub-contractors, administrative agencies, training providers, vendors/suppliers, board members, program participants and others in accordance with Kansas WorkforceONE approval process. Assist Kansas WorkforceONE to ensure valid documentation determining fund accountability and detailing the daily cash balances for WIOA funds, and to ensure funds are expended consistent with data submitted. It is anticipated the average number of checks to be produced and mailed will be average 200 per month. The number of checks produced may vary substantially from month to month. The Paymaster and Accounting services entity will be responsible for mailing checks to designated recipients. All costs for processing and mailing checks should be included in the work costs proposal fee.
10. Process all refunds and overpayments.
11. Process and account for all income received through program services and lease agreements.
12. Produce program/grant invoices if required for the operation of specific grants (currently FH, EDK and KAMP)
13. Ensure expeditious processing and payments, generally checks issued and mailed within 2 weeks of receipt of authorization. Maintain capability to issue checks within 2 days in emergency situations.
14. Provide financial reports to Kansas WorkforceONE Staff, Fiscal Committee and CEOB to include the following information for each program/program year. Be available to provide oral reports during Fiscal Committee, LWDB and CEOB Meetings.
 - a. Budget-Total Program Year, YTD, Current Month
 - b. Expenditures-YTD, Current Month (KDOC Expenditure Summary)

- c. Obligations-YTD, Current Month
 - d. Balance for program year budget
 - e. Variance-YTD, Current Month
 - f. Financial Statements - trial balance, balance sheet and income statement
 - g. Summary of all budgets within each program fund for program YTD and current month
 - h. A monthly projection of obligations for each program for a period of two prospective years.
 - i. Monthly report listing checks outstanding (uncashed more than 90 days from date of issuance)
 - J. Bank reconciliation
 - k. Annual reports required by the State of Kansas and the Internal Revenue Service including the 1099 for applicable contractors.
 - 1. Preparation of periodic fiscal reports required by KDOC
 - m. Annual report to the State Treasures' Office of unclaimed checks.
 - n. Annual Kansas WorkforceONE Tax Return
 - o. Annual Non-Profit Status report
 - p. Any additional reports required by funding streams.
15. Upon request, provide copies of any and all transaction reports, account reconciliation reports, etc.;
 16. Provide periodic financial reports to KDOC in designated format. Submit all required financial reporting designated under WIOA and by KDOC;
 17. Prepare Request for Payments to KDOC and draw funds for program expenditures from KDOC in accordance with established procedure
 18. Close out program year budgets at end of two-year expenditure period, including expenditure transfers between program years as necessary with approval of Kansas WorkforceONE;
 19. Complete any fund transfers between WIOA-funded programs as directed by Kansas WorkforceONE.
 20. Produce Annual Reports required by the State of Kansas and the Internal Revenue Service including 1099's and annual 990.
 21. Affordable Health Care reporting
 22. Process all 403(b) contributions. Preparation and filing and annually retirement fund 5500's (3 annual reports) with DOL/IRS.
 23. Assist LAI with securing and compliance with any necessary approval of cost allocation plans and/or indirect cost rates under the applicable federal cost principle guidelines.

24. Assist LAI with establishing and enforcing internal controls regarding compliance with laws and regulations.
25. Assist LAI in establishing fiscal controls and fund accounting procedures as may be necessary to assure the proper disbursement and accounting for covered funds.
26. Assist LAI to prepare for Federal, State and/or independent fiscal and program audits
27. Other related activities as requested by LAL
28. Assist LWDB/CEO to prepare for Federal, State and/or independent fiscal and program audits.
29. Other related activities as requested by the LWDB/CEO.

G. Funding/Cash Management:

The Contractor will employ the following funding/cash management system:

1. Drawing of Federal Funds:

Funds for the payment of participant and participant related costs will be drawn (by the Contractor) from the Commerce Fiscal Management Section. Funds for all participant, board, employer or vendor payments will be drawn as determined by documentation provided to the Contractor by the authorizing LA. Contractor will be authorized to draw funds for payment of FICA taxes and payment for Contractor services provided in accordance with this contract. These funds will be drawn as required and not in advance. The Contractor will place a telephone call to the Commerce Fiscal Management Section and request funds by LA and program or fund source. Authorized officials designated by the Contractor who have completed an "Authorized Signature Card" and have been approved by the State of Kansas will then complete the "Request for Payment" and forward to Commerce. Upon receipt of the Request, funds will be approved for wire transfer to the Contractor's designated financial institution.

Commerce draws funds twice weekly, based on phone requests received. Transfer to the Contractor's financial institution should be accomplished within four to five days.

Copies of the "Request for Payment" and "Authorized Signature Card" are located in the KDOC Fiscal Policies Manual and are included as part of this RFP.

The Contractor must maintain no advance balance of cash on hand; therefore, it will be necessary for the Contractor to develop and employ necessary funding/cash management techniques. Contractor is required to have its depository maintain a daily cash balance report. This report will be submitted to Commerce with the Contractor's monthly Request for Payment for services. At a minimum, cash control systems must provide:

- Officials authorized to sign Requests for Payment are continually aware of the cash position
- No cash on hand in excess of two days after receipt
- Draw-downs do not exceed amounts authorized in the LA's Notice of Funding; and
- Cash is not disbursed in excess of the authorized program amount as stated in the LA's Notice of Funding.

Contractor will imprint all checks issued on behalf of LAs with "void after 90 days" or similar language.

- Local Areas will be notified of all checks outstanding for 90 or more days.
- Annually, the Contractor will prepare and submit to the Kansas Treasurer's Office a report of unclaimed property in accordance with Kansas escheat laws, KSA 58-3934, et seq.

2. Depositions for Federal Funds:

Contractor must deposit federal funds in an institution with federal deposit insurance. Any balance exceeding deposit insurance limits must be collaterally secured. Consistent with federal and state goal of expanding opportunities for minority business enterprises, the contractor is encouraged to use minority owned financial institutions. In order to assure accountability of funds under federal regulation, the Contractor will maintain separate books of accounts per funding, per LA. Bank reconciliations will be performed monthly and completed within fifteen days after the close of each month.

3. Interest Earned

Interest earned on deposits will be credited to the LA's book of accounts monthly and applied to the next voucher (payment order) received from the LA, thereby reducing the funds to be drawn.

4. Kansas FiscalLink

Kansas WorkforceONE and Contractor will use Commerce's Kansas FiscalLink (KFL) to retrieve and transmit data.

- a. Kansas WorkforceONE will input all payments into KFL and compile the electronic voucher. WF1 will fax a hardcopy printout (Voucher) to the Contractor with payment authorization signature. It will list name; ID number or participant, employer or vendor; the amount of payment; and any additional pertinent information, such as program number for funding code. Each page of the printout will be numbered and dated with the authorization signature at the bottom of the last page. Vouchers will be completed by WF1 once a week, no later than 10AM on Monday.
- b. Fiscal pay files will be generated each week. A process will run each week which generates 5 files:

- Wage payment
- Non-wage payment
- Wage payment returned
- Non-wage payment returned
- Mail Address

These will be placed on an FTP server for the ASC (payment service) to pick up.

- c. Upon completion of steps 1. and 2., the Contractor will issue the checks (providing each LWDB staff, employer or vendor a listing of the individual participants and amounts paid to each employer or vendor); compare the warrant register with the printout from the LA to insure checks are issued in the correct amount and to the appropriate party; and mail checks directly to the participant/employer/vendor. Postage costs shall be paid of the per check costs of the proposal. Data used for reconciliation must be generated from the Contractor's check writing software. Contractor must complete the drawdown process by Tuesday; the LWDB will make revisions to the voucher up until 10:00 a.m. on Tuesday.
- d. The Contractor will place a reconciliation file on the FTP server for the FiscalLink to use to update check number, check date, and employee contributions. FiscalLink will run a job each night to check for a file on the server. If one is found, then it is used to update check data.
- e. Emergency payments will follow the same process. Drawdowns would be completed on Thursday.

A. Record Keeping Requirements

1. Record Retention

Contractor is required to maintain all records for a period of three years from the closeout of funds. If, prior to the expiration of the three year retention period, any litigation or audit is begun or claim instituted involving the grant or agreement covered by the records, the Contractor will retain the records

three years after the litigation, audit finding or claim has been resolved. The Contractor must obtain written prior approval from Commerce for the destruction of any records relating to this contract.

2. Types of Records

Records of expenditures will be maintained enabling monitoring the program. Contractor will maintain the following records:

- a. Canceled checks
- b. LA instructions and authorization regarding amounts of all checks and party to be paid
- c. Records of all transactions completed as employer of record
- d. Verification of bonding costs
- e. Copies of all repol is
- f. Any and all documentation relating to the activity performed by the Contractor for LWDB.

3. Access to Records

Contractor will ensure the Secretary of Labor, the Controller of the United States, the Inspector General, representatives of the State of Kansas, auditors contracted by the State of Kansas, or their duly authorized representatives have access to any pertinent Contractor books, documents, papers, electronic files, and/or records during normal business hours. Applicable federal, state and local law will determine public access to records.

B. Assurances:

Contractor will comply with assurances under the WIOA and pursuant to this proposal will be subject to the following laws, policies and procedures:

1. KDOC Fiscal Policies Manual
2. Local Area I Workforce Development Board Fiscal Policy Manual
3. Depaiiment of Commerce Management Information Systems Manual
4. WIOA Public Law
5. 20 CFR Paiis 652 et al (Regs)
6. 20 CFR 667.200(a)(b)(c) (uniform fiscal and administrative requirements, the audit requirements and the applicable allowable costs/cost principles)
7. 20 CFR 667.200(g) - Nepotism
8. 20 CFR 667.200 (d)-Drug-Free Workplace
9. 41 CFR Paiis 29-70 (Administrative Requirements for Depaiiment of Labor Grants)
10. Kansas Depaiiment of Commerce Business Development Unit Policy Manual, and

11. other such laws, regulations, policies, procedures and/or guidance as may be promulgated

Submission of the RFP Package with all required signatures signifies the bidder understands and agrees with all assurances listed above.

To secure copies of these documents, contact:

Rose Mary Flores

Kansas Local Area I Workforce Board
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V. Proposal Components

Bids should be prepared simply and economically, providing a straightforward, concise description of the bidder's capabilities to satisfy the requirement of the RFP package. Emphasis should be on completeness of the proposal and clarity of content. Repetition of the terms and conditions of the RFP package, without additional explanation, will not be considered responsive.

A. Application Requirements

All portions of the application must be completed and assembled in the following order:

1. Application Cover Sheet (Attachment A)
2. Work Plan/Plan Narrative
3. Fee for Service Schedule and Explanation
4. Assurances and Disclosures (Attachment B)
5. Signature Page (Attachment C)
6. Financial Responsibility Certification Form (Attachment D) if applicable

B. Proposal Requirements

To be considered responsive, each proposal should contain the following elements:

1. Name of Contact Person and phone number. Provide entities Federal Employer's Identification Number or SSN of sole proprietor/individual submitting the bid.
2. Narrative statement of bidder's qualifications and experience demonstrating the bidder's management and operational capability to perform the required

services. Specify relevant experience with state agencies and federal grant programs, particularly programs funded by the Department of Labor. Include a description of the services currently provided by the firm.

3. Narrative description of the organization's satisfactory record of integrity, business ethics and fiscal accountability. Attach copy of bidder's most recent audited financial statements with a copy of the accompanying management letter. If there are findings contained in the audit, provide an explanation of how these issues were resolved. If an audit is not available, provide an explanation as to why no such audit exists and complete and attach the Fiscal Responsibility Certification Form (Attachment D). Include a list of all claims made against the firm during the past three years.
4. Description of organization's staff, whether this is current staff or new staff that will be hired if the bidder is awarded the Contract. Identify principals/supervisors who will be responsible for supervising services. Provide resumes of account managers and supervising principals. Address each of the following items separately and completely for all staff:
 - a. Describe the minimum qualifications and position descriptions for each classification of staff to be assigned to the Contract;
 - b. Include an organizational chart describing lines of management authority; and
 - c. Describe the types of training and professional development that will be provided to the staff.
5. Narrative description explaining how accounts will be established and how services will be rendered and managed including accounting methods and procedures, cash management systems, and bidder's wire transfer capabilities. The description should also include the bidder's procedures for maintaining Paymaster and Accounting Services data and operations separate from other work performed by the bidder as well as all procedures which are established to ensure accuracy of all data reported.
6. Explanation of monthly fee for services under the terms of the RFP for the period April 1, 2019 to June 30, 2019. Fee proposals should include delineation of work costs and profit. All costs must be justified in terms of the Contract activities and must be reasonable and necessary to administer the WIOA program.
7. Documentation of professional liability/bond coverage.
8. Description of bidder's prior experience performing activities similar to services to be provided by the Paymaster and Accounting Services entity. If the bidder has not worked on similar project, then provide evidence of experience relevant to the duties of the Paymaster and Accounting Service

provider. Proposals where written references are included will be given additional points.

9. Identify the software system that will be used to perform services under this contract. Describe the backup system and procedures used, including frequency of backup and method of protecting the backup media.
10. A statement certifying that the firm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency in accordance with 29 CFR part 98, Section 98.510.
11. A certification that none of the funds received by the bidder will be used for lobbying.
12. Exceptions to the scope of services.
13. Identify any relationships between the entity or its employees and any member of WFL. The extent, nature and time aspects of any such relationship must be identified. If there have been no such relationships, a statement to that effect must be included in the proposal. Failure to provide the statement on potential conflicts of interest may disqualify the bidder.

VI. Contractual Provisions

A. Acceptance of Proposal Content

The bidder's proposal, this RFP package, and any addenda will become part of the awarded Contract.

B. Period of the Contract

The contract period for the Paymaster and Accounting Services contract will be from April 1, 2019 to June 30, 2021. If the bidder selected is other than the current service provider a transition period will be negotiated with the current service provider and selected bidder. (Refer to Section VII for information regarding the Transition Period.)

C. Termination

The Contract will be subject to termination for non-compliance with WIOA and other applicable laws, non-performance/default, convenience or lack of funding.

D. Assignment

The Bidder shall not assign this Contract or any part thereof, without the written consent of the LWDB. In no case shall such consent relieve the bidder from the obligation under or change the terms of this Contract. The transfer or assignment of any part of this Contract to include contract funds, either in whole or part, and interest therein, which shall be due or become due the bidder, without the written consent of the LWDB, shall not obligate the LWDB for any associated expenditures.

E. Subcontracting

In the event that the bidder elects to subcontract any of the services relative to the Contract, the bidder will notify the LWDB of the subcontractor and the nature of the services to be performed. All subcontractors will be required to meet all laws, regulations and State policies pertaining to the administration of the ACT and provisions of this Contract.

F. Independent Contractor

The bidder is an independent contractor and not an employee of the LWDB. Neither the bidder nor any agent or employee of the bidder shall be considered an employee of the LWDB for any purpose whatsoever. The bidder agrees that it has, or will secure at its own expense, all personnel required to perform all the services required under this Contract. The bidder agrees that bidder will be responsible for all taxes, social security payments, unemployment compensation and all other obligations of an employer.

G. Contract Modification

1. Modification Procedures

WFI reserves the right to make changes to the Contract, provided the changes are within the scope of work described in the Contractor Work Plan/Statement of Work. The WFI agrees to make any such change in the Contract only through a written modification, and to provide a copy of the modification to the Contractor. All modifications initiated by the Contractor will be bilateral. The contractor will provide the LWDB a letter clearly stating the reason(s) for the proposed modification and the effect on the Work Plan or Budget.

2. Reasons for Modification

Contract Modification will be necessary if any of the following occurs:

- a. There is a change in the duration of the Contract;
- b. There is a change in the scope of the project funded under the contract;

- c. There is a material change in the Work Plan/Statement of Work.
 - d. Any changes twenty (20%) or greater are made to the approved budget/charges;
 - e. There is a change in the implementation of governing federal and/or state rules and regulations affecting the Contract.
3. Modification Due to Change in Legislation or Regulation

Any alterations, additions, or deletions to the terms of the Contract which are required due to changes in federal or state laws, regulations or directives are automatically incorporated in the Contract unilaterally without written modifications and will go into effect on the date designated by the law, regulation or directive. In the event the CONTRACTOR is unable to comply with any required contract modification, the LWDB shall be notified by the CONTRACTOR within 30 days, at which time the LWDB may declare this Contract canceled and proceed under the Contract cancellation provisions. Further, in the event the CONTRACTOR is unable to meet the contractual goals and/or obligations as specified herein or in any subsequent contract amendment, the CONTRACTOR may request modification of the Contract. The Contract may also be modified upon agreement of all parties to this Contract.

4. Disagreement Regarding a Modification

In the event that either party does not accept a Contract modification request, the party of the disagreement will respond to the other party in writing delineating the issues of the disagreement within fifteen (15) days of receipt of the request to modify the Contract.

H. Indemnification

The Contractor agrees to pay all debts for labor and/or materials contracted by it, if any, for and on account of the services to be performed hereunder. The Contractor will assume the defense of, and hold the WFL and its officers, agents and employees harmless from all suits and claims against any of them arising from any act or omission of the Contractor, or anyone directly employed by them or anyone from whose acts any of them may be liable. The indemnification obligation of the Contractor will not be limited in any way under Worker's Compensation Acts, disability benefits acts or other employee benefits acts.

I. Terms and Conditions

- 1. The Contractor understands and agrees to comply with all requirements state in this RFP package. If there is a difference between what is stated in the bidder's proposal and what is included in the RFP package, the RFP package will take precedent over the bidder's proposal.

2. The Contract will be made contingent upon the availability of funding.
3. The Contractor agrees to obtain prior written approval from the WFl for major service changes.
4. All funds received under the Contract are to be expended only for the purpose and activities covered by the Contractor's approved proposal and budget, and the Contract may be terminated at any time by the WFl if the Contractor fails to comply with the provisions of the WIOA Law or any of the terms and conditions of the Contract.
5. The WFl reserves the right to accept or reject any or all applications received, or to negotiate with qualified bidders.
6. In the event it becomes necessary to revise any part of this RFP package, the revisions will be provided to all entities that received the initial package.
7. The Contractor agrees to conduct activities subjective to, and will conduct business under, the Contract in accordance with any and all federal, state or local regulations, rules, policies, directives, issuances and ordinances, in effect or promulgated during the term of the Contract.

J. Transition Period

If the Contractor is other than the current service provider, there will be a transition period of up to thirty (30) days prior to the new Contractor taking on the responsibilities of the contract. During the transition period, the new Contractor will coordinate with the current provider to ensure all records needed to perform responsibilities are in place. Cost for this transition should be identified in the proposal.

Attachment A - Signature Page

SIGNATURE PAGE

Agency: Kansas WorkforceONE

RFP: Paymaster/ Accounting Services

We submit a proposal to furnish requirements during the contract period in accordance with the specifications. I hereby certify that I (we) do not have any real or substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest, or the appearance thereof, is defined as any circumstance which would lead a reasonable person to believe a compromise of an open competitive bid process has occurred.

Addenda: The undersigned acknowledges receipt of the following addenda:

Legal Name of Person, Firm or Corporation: _____

Toll Free Telephone: _____ Local: _____ Fax: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

FEIN Number: _____ E-Mail: _____

DUNS Number: _____

Signature: _____ Date: _____

Typed Name of Signature: _____ Title: _____

If awarded a contract and the primary contact will be other than above, indicate name, mailing address and telephone number below.

Name: _____ Address: _____

City: _____ State: _____ Zip Code: _____

Toll Free Telephone: _____ Local: _____ Fax: _____

E-Mail: _____ Website: _____

ATTACHMENT B - Assurances, Disclosures and Certifications

CERTIFICATIONS. Certifications and assurances incorporated by reference and a part of this Grant Agreement include the following:

1. **CERTIFICATION REGARDING LOBBYING (29 CFR Part 93)**
2. **DRUG-FREE WORKPLACE REQUIREMENTS CERTIFICATION (29 CFR Part 98)**
3. **NONDISCRIMINATION AND EQUAL OPPORTUNITY ASSURANCE (CFR Part 37)**
4. **CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS (29 CFR Part 98)**
5. **STANDARD FORM 424b STANDARD ASSURANCES (NON-CONSTRUCTION PROGRAMS)**
6. **UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS (29 CFR Part 97)**
7. **FOR PROFIT MAKING COMMERCIAL FIRMS FEDERAL ACQUISITION REQUIREMENTS 18 CFR Part 31 (Cost Principles) 20 CFR Part 95 (Administrative Requirements)**
8. **AUDIT REQUIREMENTS FOR GRANTS, CONTRACTS, AND OTHER AGREEMENTS AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS**

H. APPLICABLE LAW. Grantee will be subject to the following:

1. **PROTECTION OF RELIGIOUS LIBERTY OF DEPARTMENT OF LABOR SOCIAL SERVICE PROVIDERS (29 CFR part 2 (D))**
2. **NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS OF THE DEPARTMENT OF LABOR (29 CFR Part 31-36)**
3. **APRENTICESHIP AND EQUAL OPPORTUNITY IN APPRENTICESHIP AND TRAINING (29 CFR Part 29 and 30)**
4. **THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2007, P.L. 111-5, 123 STAT. 115, DIV. A, TITLE VIII (FEB. 17, 2009)**
5. **THE GREEN JOBS ACT OF 2007 (29 U.S.C. 2916)**
6. **THE WORKFORCE INVESTMENT ACT OF 1998, (29 U.S.C. 2801 et seq.) (CFR pmi 667)**

7. THE WORKFORCE INOVATON AND OPPORTUNITY ACT OF 2015
8. SECTION 504 of THE REHABILITATION ACT OF 1973 and THE AMERICANS WITH DISABILITIES ACT (29 U.S.C. 794 et seq.)

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in the application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. **Will** establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. **Will** initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
(a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, G) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

TITLE		
APPLICANT ORGANIZATION	DATE SUBMITTED	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

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 an agency, a member of Congress, an officer or employee with 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 federal 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, a member of Congress, a officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard F01m-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

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 a 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. Note: In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

Signature

Printed Name

Date

CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
LOWER TIER 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 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS
WHICH ARE AN INTEGRAL PART OF THE CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature: _____

Printed Name: _____ .Date: _____

Attachment C - Fiscal Responsibility Certification Form

FISCAL RESPONSIBILITY CERTIFICATION FORM

Instructions:

This form must be completed if the entity submitting a proposal does not have an audited financial statement. Complete both (1) and (2)

(1) I, the financial officer of the contracting entity which will maintain the Contractor's accounts, accept responsibility for providing financial services adequate to insure the establishment and maintenance of an accounting system by such entity and entities' participating in the project, with internal controls adequate to safeguard the assets of such entities, check the accuracy and reliability of accounting data, promote operation efficiency and encourage adherence to prescribed management policies.

(Signature and date)

(Title)

(2) I, a Certified Public Accountant, am of the opinion that the Contractor has established the accounting system described in (1) above.

(Signature and date)

(Title)

Attachment D - Proposal Evaluation Criteria

Each proposal will be rated and scored against the following point system:

PROPOSAL EVALUATION CRITERIA	Maximum Points
<p>Adequacy and completeness of Proposal</p> <p>Demonstrated completeness and clarity of content. Proposal does not contain repetition of the terms and conditions of the RFP package, without additional explanation.</p>	20
<p>Understanding of LWDB's approach to Paymaster and Accounting Services</p> <p>Demonstrated grasp of the required functions and principles duties and responsibilities of the Paymaster and Accounting Service provider and its requirements.</p>	40
<p>Compliance with terms, conditions and other provisions of the RFP.</p> <p>Documented compliance, or ability to comply, with all terms, conditions and provisions outlined in the RFP.</p>	10
<p>Qualifications of the entity and staff capacity</p> <p>Documented ability to deliver all services described in the proposal and qualifications of proposed staff to perform the required services.</p>	40
<p>Accuracy and completeness of cost proposal with full explanation of all costs.</p> <p>Complete and accurate cost proposal and explanation with reasonable costs.</p>	20
<p>Financial Capability</p> <p>The proposal must satisfy at least one of the following to receive 15 points. If it does not, no points will be awarded for this section:</p> <ol style="list-style-type: none"> 1. Audit report contains no unresolved findings; OR 2. Audit report contains unresolved finds that the bidder has satisfactorily addressed; OR 3. No audit report is available; however, the bidder satisfactorily addressed the reason(s) for no audit report and has properly completed and supplied the Fiscal Responsibility Certification Form. (Attachment D) 	10
<p>TOTAL POINTS</p>	140
<p>Price</p> <p>If two or more proposals tie for the highest score, the proposal with the lowest price will be selected. <u>This price evaluated must include the entire cost proposal (excluding transition costs)</u></p>	

including any fixed fee or profit.

Attachment E - Sample Financial, Reports and Chart of Accounts

SEGMENT #1
(EXPENSE)

SEGMENT #2
(AGENCY/DEPT)

SEGMENT #3
(PROGRAM)

ADMINISTRATION/OPERATIONSCOSTS

500 ADVERTISING/MEETING NOTICES	605 CASE MANAGEMENT
504 AUDIT	610 JOB PLACEMENT
505 COMMUNICATIONS - CELLULAR	612 INCENTIVES
E06 COMMUNICATIONS- INTERNET	615 RETIREMENT/ FOLLOW-UP
507 COMMUNICATIONS - LANDLINE	625 TUTORING
510 CONTRACT SERVICES	630 SKILLS
520 QUOTATIONS SUBSCRIPTIONS	640 MENTORING
525 EQUIPMENT	645 JOB COACHING
535 INSTRUCTIONAL SUPPLIES	650 GUIDANCE/ COUNSELING
540 INSURANCE	655 LEADERSHIP DEVELOPMENT
545 TRAVEL SUPPORT	700 BASIC SKILLS
555 MATERIALS AND SUPPLIES	705 GED
610 MEETING EXPENSE	710 OCCUPATIONAL TRAINING
570 PAYMASTER	715 ON-JOB TRAINING
572 COMMUNICATIONS - POSTAGE	720 APPRENTICESHIP
575 PREMISE EXPENSE- JANITORIAL	725 WORK EXPERIENCE
576 PREMISE EXPENSE- REPAIR	726 WORK EXPERIENCE ROLL TAXES
577 PREMISE EXPENSE- UTILITIES	730 CUSTOMIZED TRAINING
E 80 PROFESSIONAL FEES	735 JOB PREP
584 BENEFITS OFFSET	740 ASSESSMENT
585 STAFF BENEFITS	742 LICENSING & CERTIFICATION
586 STAFF PAYROLL	743 PROGRAM OVERSIGHT & MONITORING
587 STAFF PAYROLL TAXES	745 RELOCATION
588 PAYROLL TAX OFFSET	750 SEASONAL EMPLOYMENT
589 PAYROLL OFFSET	755 SUMMER EMPLOYMENT
595 TRAVEL	760 TRANSPORTATION
S98 INVENTORY DESIGN	765 HEALTHCARE
<u>CLIENT SERVICES COSTS</u>	&05 OTHER SERVICES
	SIOA OUTREACH EDUCATION
	LITERACY ACTIVITIES
	812 BOOKS
	815 EDUCATIONAL ACHIEVEMENT SERVICES
	820 ERPA YR. REPORTS
	825 JOB READINESS TRAINING
	830 NEEDS RELATED SERVICES
	837 TOOLS & SUPPLIES
	SJ8 Materials & Supplies
	840 Training

<000 LWIB
001 OPERATIONS
801 SERVICE DELIVERY
SAJPLE ACCOUNT FOR JAT
576-000-05
Rent-LWIS-Rapid Response

00 ADMINISTRATION
01 ADULT
02 DISLOCATED WORKER
03 YOUTH IN-SCHOOL
04 YOUTH OUT-SCHOOL
05 RAPID RESPONSE
16 KHPOP IMPACT STUDY
41 CORRECTIONS GRANT
43 HUTCH CHAMBER
45 Dane Hansen
68 End Dependence Kansas
82 KHPOP YEARS 1-5
83 KHPOP YEARS 2-4
WIF
Accelerated Apprenticeship
Apprenticeship Expansion

WORKFORCE INVESTMENT ACT FISCAL REPORT - YEAR-TO-DATE EXPENSE

KANSAS LOCAL AREA WORKFORCE

LWIB#:

INVESTMENT BOARD INC.
631 E. CRAWFORD SUITE 206

Report Date: 1/11/2015 to 2/25/2015

PREPARED BY: Udu J Wolff

TELEPHONE: (785) 291-4155

DATE: 3/14/2015

1. PROGRAM/ADMIN	2. Plan Amount	Prior Year Accrual	YTD thru Last Month	Jobs This Month	YTD Accruals	Current Mo Accrual	YTD Total Expense	BALANCE
ADMINISTRATION								
AW JI PYI 6(7/1/15-8/1/15)	63,069.00	(2,938.1)	4,011.06	-	401.06	-	694.87	-
AD JI FY17 (10/1/16-11/1/16)	75,876.00	-	-	-	75,876.00	-	75,876.00	-
ADMIN PY17 (7/1/17-6/1/18)	41,147.00	-	7,876.19	7,168.51	1,555.30	614.84	13,470.14	2,7676.86
ADMIN FY17 (10/1/17-6/1/18)	6,502.00	-	-	-	-	-	-	65,042.00
TOTAL ADMINISTRATION	245,134.00	29	9,631.25	7,168.51	89,132.36	614.84	90,041.01	92,718.86
ADULT PROGRAMS								
ADULT TVIS (7/1/16-1/1/17)	114,050.00	-	-	-	-	-	-	-
ADULT FY17 (10/1/16-1/1/17)	518,008.00	(2,090,387.00)	44,217.08	-	44,217.08	(43,031.79)	210,223.99	430,311.91
ADULT PY17 (7/1/17-6/1/18)	167.00	-	44,467.00	-	44,467.00	(44,467.00)	-	14,467.00
TOTAL ADULT PROGRAMS	272,382.00	(2,090,387.00)	44,467.08	(3,728.53)	55,776.51	(25,776.51)	210,223.99	272,382.00
DISLOCATED WORKER PROGRAMS								
DISLOCATED WORKER PY17 (10/1/16-1/1/17)	164,882.00	(58,361.2)	91,658.89	-	91,658.89	-	149,985.01	-
DISLOCATED WORKER PY17 (7/1/17-6/1/18)	65,724.00	-	2,635.13	38,086.87	65,724.00	-	65,724.00	-
DISLOCATED WORKER FY17 (10/1/17-6/1/18)	313,006.00	-	-	7,390.90	7,390.90	2,987.72	10,376.62	30,262.738
TOTAL DWP PROGRAM	543,612.00	(58,361.2)	94,294.02	45,477.77	164,773.79	2,987.72	226,087.63	302,627.38
IN-SCHOOL YOUTH PROGRAM								
IN-SCHOOL VOL. M PY16 (7/1/16-6/1/17)	113,393.25	(16,367.2)	22,249.49	-	22,249.49	-	36,636.77	-
IN-SCHOOL VOL. M PY17 (7/1/17-6/1/18)	92,582.00	-	14,961.31	3.89	18,657.03	(2,068.71)	11,768.62	60,613.16

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Kansas Local Area I Workforce Investment Board Inc
Comparative Summary - Program/Admin
For the Eight Month(s) Ended February 28, 2018

	PROGRAM BUDGET	AOMIN BUDGET	CURRENT PROGRAM EXPENSES	CURRENT AOMIN EXPENSES	CUMULATIVE PROGRAM EXPENSES	CUMULATIVE ADMIN EXPENSES	PROGRAM BUDGET BALANCE	%	AOMIN BUDGET BALANCE	%
GRANT REVENUE										
FUNDING RECEIVED			\$309,042.81	\$7,168.51	\$1,787,384.52	\$89,132.36				
PLUS: NET CHANGE IN ACCRUALS/FUNDING			(6,007.07)	(183.84)	(31,944.75)	908.65				
TOTAL GRANT REVENUE			247,234.84	6,984.67	1,755,439.77	90,041.01				
OPERATIONS EXPENDITURES										
ADVERTISING / MEETING NOTICES	785.75	530.00	396.00	0.00	3116.00	21.00	3,517.75	49.6%	5,190.00	96.0%
AUDIT	7,790.00	7,408.00	0.00	0.00	7,585.00	6,415.00	207.00	2.7%	993.00	13.4%
COMMUNICATIONS	35,945.00	820.00	4,872.59	72.49	26,134.26	746.57	7,810.74	21.7%	73.43	9.0%
DUES AND SUBSCRIPTIONS	0.00	3,600.00	0.00	0.00	479.99	1,699.99	(479.99)	0.0%	0.00	52.8%
EQUIPMENT	15,050.00	500.00	0.00	0.00	0.00	0.00	15,050.00	100.0%	5,000.00	100.0%
INSURANCE	6,300.00	5,640.00	0.00	0.00	2,453.14	1,640.24	3,006.86	61.4%	3,999.76	70.0%
IT SUPPORT	6,835.00	200.00	633.60	7.86	10,776.76	521.72	(3,941.76)	(57.7%)	(321.72)	(160.0%)
MATERIALS SUPPLIES PRINTING	30,050.00	1,000.00	3,059.58	44.18	29,305.03	2,619.09	744.97	2.5%	(1,619.00)	(161.0%)
MEETING EXPENSE	6,136.00	623.00	242.01	170.35	4,384.77	1,108.87	1,751.23	28.5%	5,121.13	82.2%
PAYMASTER	24,250.00	20,750.00	2,724.08	2,274.24	27,134.07	19,573.60	(2,884.07)	(11.5%)	1,176.00	5.7%
PREMISE RENT	94,801.60	2,300.00	5,049.19	209.42	119,733.72	2,188.25	(3,922.12)	(4.1%)	111.75	4.0%
PREMISE EXPENSE	5,275.00	0.00	668.03	15.46	3,049.45	324.53	2,225.55	42.2%	(324.53)	0.0%
PROFESSIONAL FEES	9,590.00	1,140.00	1,235.09	744.96	6,981.66	7,003.42	2,609.34	27.2%	(5,863.42)	(514.3%)
STAFF BENEFITS	266,900.58	9,247.06	19,503.60	44,812.00	162,712.62	6,796.18	104,187.96	39.0%	2,450.88	26.5%
STAFF PAYROLL	1,206,916.14	27,776.50	82,409.13	1,466.84	700,901.14	26,033.94	500,015.00	41.4%	1,742.56	6.3%
STAFF PAYROLL TAXES	92,329.09	2,124.00	6,304.29	112.23	53,955.09	3,095.85	38,374.00	41.6%	(970.95)	(45.7%)
TRAVEL	146,576.98	15,100.00	8,678.27	1,417.52	87,206.86	10,250.69	59,350.12	40.5%	4,849.31	32.1%
TOTAL OPERATIONS EXPENDITURES	1,955,933.14	104,366.48	135,975.46	6,984.67	1,230,215.61	90,041.01	725,627.53	37.1%	14,325.45	13.7%
TOTAL PARTICIPANT EXPENDITURES			111,259.35	0.00	525,234.16	0.00				
TOTAL EXPENDITURES			247,234.84	6,984.67	1,755,439.77	90,041.01				
FUNDING LESS EXPENDITURES			0.00	0.00	0.00	0.00				