## REQUEST FOR PROPOSALS

# Kentucky AI Workforce Readiness Network

*AI Industry Accelerator and AI-Powered Career Readiness Training Services*

| | |
|---|---|
| **Issuing Organization** | South Central Workforce Development Board (SCWDB) |
| **Anticipated Funding Source** | U.S. Department of Labor Rapid Reskill Employment Recovery National Dislocated Worker Grant (Reskill DWG), subject to award and availability of funds |
| **RFP Issue Date** | August 14, 2026 |
| **Proposal Due Date** | September 18, 2026, by 4:00 p.m. Central Time |
| **Anticipated Award** | October 2026 |
| **Anticipated Contract Start** | Upon grant award, contract execution, and written notice to proceed |

**Proposal submissions and questions: contact@southcentralworkforce.com**

SCWDB • 2355 Nashville Rd.• Bowling Green, Kentucky 42101 • southcentralworkforce.com

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**RFP STATUS:** This procurement may be issued before final grant award. Any selection, contract, or notice to proceed will be contingent upon SCWDB receiving sufficient funding and authorization to implement the Kentucky AI Workforce Readiness Network.

# 1. RFP Overview and Procurement Schedule

The South Central Workforce Development Board (SCWDB) invites proposals from qualified organizations to design, deliver, maintain, and continuously improve live instructor-led artificial intelligence training for eligible dislocated workers participating in the proposed Kentucky AI Workforce Readiness Network. SCWDB anticipates selecting one prime contractor, but reserves the right to make multiple awards or no award when doing so is in the best interest of SCWDB and the participating Local Workforce Development Areas (LWAs). Any selection, contract award, or notice to proceed resulting from this RFP is expressly contingent upon the Commonwealth of Kentucky receiving an award or allocation under the U.S. Department of Labor Rapid Reskill Employment Recovery National Dislocated Worker Grant (Reskill DWG), and upon SCWDB receiving sufficient grant funds and authorization to implement the proposed services.

The successful respondent will provide two standardized, short-duration training services: (1) an AI Industry Accelerator with five occupational pathways and (2) an AI-Powered Career Readiness workshop. Training must be available both in person and through live remote instruction and must be suitable for rapid, routine deployment across participating workforce areas in Kentucky.

## 1.1 Procurement Schedule

| Milestone | Date / Time |
|---|---|
| RFP issued | August 14, 2026 |
| Deadline for written questions | August 28, 2026, 4:00 p.m. Central Time |
| SCWDB posts written responses / addenda | September 4, 2026 |
| Proposal submission deadline | September 18, 2026, 4:00 p.m. Central Time |
| Evaluation and optional interviews/demonstrations | September 21–October 2, 2026 |
| Anticipated notice of intent to award | October 2026 |
| Contract negotiation and execution | Following grant award and required approvals |
| Service launch | Within 30 calendar days after written notice to proceed |

SCWDB may revise this schedule by written addendum. Respondents are responsible for monitoring SCWDB https://southcentralworkforce.com/request-for-proposals for updates.

**FUNDING CONTINGENCY NOTICE: Any award is contingent upon Kentucky receiving U.S. DOL Reskill DWG funding and SCWDB receiving sufficient funds and authorization. This RFP does not guarantee a contract.**

### 1.2 Procurement Objectives

- Create a consistent, scalable AI-readiness training resource that can be used by participating LWAs across Kentucky.
- Offer dislocated workers a practical, low-barrier service that recognizes and builds upon their prior work history and occupational experience.
- Provide immediately useful AI literacy, ethical-use, productivity, job-search, and industry-specific skills.
- Help participants become more competitive for high-quality employment, On-the-Job Training, Registered Apprenticeship, and other paid work-based learning opportunities within six months of enrollment.
- Reduce duplication and administrative burden through centralized scheduling, attendance tracking, completion documentation, quality assurance, and invoicing.

## 2. Background and Program Concept

SCWDB is developing the Kentucky AI Workforce Readiness Network as a multi-region initiative under the U.S. Department of Labor Rapid Reskill Employment Recovery National Dislocated Worker Grant. The proposed Network will partner with Local Workforce Development Areas across Kentucky to serve eligible RESEA participants, workers affected by Rapid Response events, Unemployment Insurance claimants, and other dislocated workers.

The Network is intended to augment—not replace—existing WIOA Dislocated Worker programs. Eligible participants may be co-enrolled in the Reskill DWG and WIOA Dislocated Worker program. Reskill funds are expected to support the standardized AI workshops procured through this RFP. Participating LWAs may use their respective WIOA Dislocated Worker resources for individualized career services, occupational training, supportive services, On-the-Job Training, apprenticeship, and other allowable assistance.

### 2.1 Program Rationale

Many dislocated workers have substantial work histories, established occupational knowledge, and transferable skills. They may return to work quickly without seeking traditional workforce services, or they may not be interested in lengthy training unless they are making a major career change. The Kentucky AI Workforce Readiness Network will offer short, practical instruction that provides immediate value and creates a compelling entry point into the workforce system.

AI literacy is increasingly relevant across occupations. Workers may encounter AI-enabled tools in scheduling, documentation, customer service, quality control, safety communication, data review, inventory management, office productivity, and decision support. The Network will combine each participant's established work experience with responsible, occupation-specific AI skills so that participants can present greater immediate value to employers.

### 2.2 Participants and Service Area

- Eligible dislocated workers, including RESEA participants, individuals served through Rapid Response, and other workers meeting applicable WIOA Dislocated Worker eligibility requirements.
- Participants referred by participating Kentucky LWAs and approved through locally established eligibility and enrollment procedures.
- Statewide or multi-region delivery, based on the final group of participating LWAs and the terms of the grant award.
- Adults with varied levels of digital familiarity, educational attainment, English proficiency, disability status, and prior exposure to AI tools.

### 2.3 Operating Model

| Entity | Primary Role |
|---|---|
| **Participating LWAs** | Identify eligible participants; determine eligibility; complete co-enrollment as appropriate; provide case management and employment services; coordinate local employer connections. |
| **SCWDB** | Manage the contract; maintain the workshop calendar; coordinate registrations; track participation; approve invoices; monitor quality and performance; compile grant reporting. |
| **Contractor** | Develop and deliver live training; maintain curriculum; provide instructors and technology; document attendance and completion; administer participant surveys; submit timely invoices and reports. |
| **Employers and Partners** | Validate workplace applications, skill priorities, privacy and safety expectations, and pathway relevance; provide feedback and potential hiring or work-based learning connections. |

## 3. Scope of Work

The Contractor will be responsible for all personnel, instructional design, curriculum development, delivery technology, training materials, quality assurance, completion documentation, and reporting necessary to implement the services below. SCWDB expects the selected Contractor to collaborate closely with SCWDB, participating LWAs, employers, and other designated partners.

### 3.1 Service A — AI Industry Accelerator

The Contractor will design and deliver a six- to eight-hour, live instructor-led AI Industry Accelerator. The course may be delivered in one day or in multiple shorter sessions approved by SCWDB. Participants will select one occupational pathway:

- Manufacturing
- Construction
- Logistics

- Healthcare
- Business Operations

Each pathway must provide hands-on, occupation-relevant instruction suitable for entry- and mid-level workers and must show participants how AI-enabled tools can support—not replace—sound judgment, established procedures, and human accountability. Training must include practical exercises and examples that can be transferred to the workplace.

| Pathway | Illustrative Content |
|---|---|
| **Manufacturing** | AI-assisted quality review, work instructions, production documentation, troubleshooting, maintenance logs, process improvement, and safe verification of outputs. |
| **Construction** | Project planning, safety communication, field documentation, materials and schedule coordination, estimating support, and responsible use of AI where accuracy and compliance are critical. |
| **Logistics** | Inventory review, routing and scheduling support, shipment communication, warehouse documentation, supply-chain analysis, and exception handling. |
| **Healthcare** | Nonclinical and administrative workflows, communication, scheduling, documentation support, information organization, privacy awareness, and appropriate limits on AI use. |
| **Business Operations** | Office productivity, customer communication, meeting and report preparation, data review, scheduling, process documentation, and decision support. |

**Required elements for every pathway include:**

- Foundational AI literacy, including strengths, limitations, common terminology, and appropriate workplace use.
- Prompting and interaction techniques appropriate for nontechnical users.
- Human review, fact-checking, source verification, bias awareness, and error detection.
- Cybersecurity, confidentiality, data privacy, intellectual property, and employer-policy considerations.
- Hands-on exercises using commonly available or proposed AI tools.
- Examples designed for workers with prior industry experience, including scenarios that translate existing judgment and occupational knowledge into AI-enabled productivity.
- A participant take-away resource and certificate of completion; digital badge or microcredential options are strongly preferred.

## 3.2 Service B — AI-Powered Career Readiness

The Contractor will design and deliver a two- to three-hour, live instructor-led AI-Powered Career Readiness workshop for dislocated workers. The workshop must be practical, accessible, and immediately useful to participants engaged in an active job search.

- Ethical and responsible use of AI in job search and employment settings.
- AI-supported job-search strategies and use of digital workforce tools.
- Resume development and tailoring without misrepresenting experience or qualifications.
- Interview preparation, rehearsal, question development, and responsible use of AI-generated feedback.
- Translating prior work history and transferable skills into current occupational language.
- Employer research, application quality, professional communication, and hiring readiness.
- Appropriate use of AI after hire, including privacy, verification, employer policies, and human accountability.
- Certificate of completion and participant resource guide.

## 3.3 Delivery Model and Schedule

- Offer both live remote and in-person delivery. Pre-recorded, self-paced content may supplement but may not replace live instruction unless expressly approved by SCWDB.
- Maintain a routine weekly or otherwise frequent schedule that allows participants to begin training quickly without waiting for a large cohort.
- Identify recommended, minimum, and maximum class sizes for both in-person and live remote delivery and maintain instructor-to-participant ratios that support meaningful hands-on learning.
- Provide evening or alternative scheduling options when requested and feasible.
- Be capable of delivering workshops across participating Kentucky workforce regions, including travel when approved.
- Use a registration process that can integrate with SCWDB's centralized scheduling and participant confirmation procedures.
- SCWDB intends to maintain a routine statewide training calendar that provides frequent opportunities for participants to begin services quickly. The exact frequency of individual pathways may vary based on referrals, participant demand, participating LWA needs, available funding, and Contractor capacity. SCWDB does not guarantee a minimum enrollment for any individual workshop or scheduled session.
- Provide contingency plans for instructor absence, technology interruption, low enrollment, severe weather, and rescheduling.

### 3.3.1 Training Facilities and Technology.

For in-person training, SCWDB or the participating LWA will generally coordinate an appropriate training location with standard internet connectivity and basic presentation equipment when available. The Contractor must identify all required classroom configurations, bandwidth, devices, software, licenses, accounts, or specialized equipment in its proposal. Respondents should not assume that every participant will have an individual computer, active email account, personal AI subscription, or ability to establish a new technology account. Proposed training should accommodate varying levels of participant technology access and digital literacy.

### 3.4 Curriculum Development and Employer Validation

- Participate in an initial design and validation process with SCWDB and designated employers or industry representatives.
- Map each workshop to clear learning objectives, practical competencies, and measurable participant outcomes.
- Update examples and content as AI tools, employer practices, and regulatory or privacy expectations evolve.
- Obtain SCWDB approval before materially changing curriculum, tools, course duration, or completion standards.
- Provide SCWDB with editable or reviewable copies of curricula, slide decks, participant materials, assessments, and instructor guides, subject to the negotiated intellectual-property and licensing terms.

### 3.5 Accessibility, Inclusion, and Participant Support

- Comply with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and applicable accessibility requirements.
- Use accessible electronic documents, captions for live remote instruction where required, keyboard-accessible platforms, and reasonable accommodations coordinated with SCWDB or the referring LWA.
- Use plain-language instruction suitable for adults with varied digital skill levels.
- Provide reasonable language-access options or identify how interpretation/translation needs will be supported.
- Avoid requiring participants to purchase software, subscriptions, or equipment unless expressly approved and funded by SCWDB.

### 3.6 Technology, Data Protection, and AI Governance

- Identify all AI platforms and other technology proposed for use, including licensing requirements, data retention practices, privacy terms, and accessibility features.
- Do not enter personally identifiable information, confidential employer information, protected health information, or other restricted data into public or unapproved AI systems.
- Use only systems approved by SCWDB for participant registration, attendance, surveys, data transfer, and reporting.
- Maintain appropriate administrative, technical, and physical safeguards and promptly report suspected data incidents.
- Teach participants to verify AI outputs and to comply with employer policies, legal requirements, and professional standards.

## 4. Required Deliverables and Performance Standards

| Deliverable | Due | Minimum Content |
|---|---|---|
| **Implementation plan** | Within 15 business days of notice to proceed | Final work plan, staffing, curriculum-development timeline, technology plan, quality-control process, and launch schedule. |

| Deliverable | Due | Minimum Content |
|---|---|---|
| **Approved curricula** | Before first participant delivery | Instructor guides, participant materials, learning objectives, exercises, assessments, accessibility review, and completion requirements for both workshops and all five pathways. |
| **Routine workshop calendar** | Monthly and updated as needed | Dates, times, modality, pathway, instructor, capacity, registration deadline, and location/link. |
| **Attendance and completion records** | Within 2 business days after each workshop | Verified sign-in/attendance record, completion status, certificate data, and no-show/cancellation information. |
| **Participant surveys** | Within 5 business days after each workshop | Satisfaction, confidence/skill gain, instructor effectiveness, accessibility, and improvement feedback. |
| **Invoices** | Monthly or as negotiated | Participant-level detail, workshop/date/pathway, verified completion, approved pricing, and supporting documentation. |
| **Performance dashboard/report** | Monthly | Enrollments, attendance, completions, pathway distribution, delivery modality, participant demographics as authorized, survey results, issues, corrective actions, and upcoming schedule. |
| **Curriculum review** | At least quarterly | Recommended updates based on employer feedback, participant outcomes, technology changes, and quality findings. |
| **Final report and transition package** | At contract end | Summary of delivery, outcomes, lessons learned, current curricula, materials, completion records, and transition/continuity recommendations. |

### 4.1 Minimum Performance Expectations

- Launch approved services within 30 calendar days after written notice to proceed, unless otherwise negotiated.
- Provide sufficient training capacity to serve an anticipated 980 unique participants during the contract period. Participants may complete the AI-Powered Career Readiness Workshop, an AI Industry Accelerator pathway, or both, based on the participant's individualized service plan and

available funding. The 980-participant figure is a planning target and does not constitute a guaranteed minimum number of referrals, completions, classes, or payments.
- Maintain accurate participant-level documentation sufficient for invoice approval, grant monitoring, and audit.
- Achieve participant satisfaction and perceived-skill-gain targets established during contract negotiation.
- Maintain instructor quality, scheduling reliability, and timely communication with SCWDB and participating LWAs.
- Participate in corrective-action planning when quality, documentation, accessibility, or performance concerns are identified.

SCWDB recognizes that employment outcomes will depend on the combined efforts of the Contractor, participating LWAs, participants, employers, and other partners. The Contractor will nevertheless be expected to support outcome tracking and provide timely workshop and participant data needed to assess the Network's goal of employment or paid work-based learning within six months of enrollment.

# 5. Contractor Qualifications

Respondents may be nonprofit organizations, public entities, educational institutions, workforce-development organizations, technology-training providers, private businesses, or qualified teams/partnerships. The prime respondent will remain fully responsible for all subcontractors and deliverables.

## 5.1 Minimum Qualifications

- At least three years of relevant experience delivering adult education, workforce training, career-readiness instruction, AI/digital-skills training, or closely related services.
- Demonstrated ability to provide engaging live instruction to adult learners with varied backgrounds and digital skill levels.
- Qualified instructional staff with relevant AI literacy, workforce, industry, and facilitation experience.
- Capacity to deliver remote and in-person training at multi-region scale and to maintain a routine delivery schedule.
- Administrative and financial systems sufficient for federally funded contracting, documentation, invoicing, monitoring, and audit.
- Ability to comply with applicable federal, state, and SCWDB requirements, including nondiscrimination, accessibility, records retention, confidentiality, and data security.

## 5.2 Preferred Qualifications

- Experience serving dislocated workers, RESEA participants, Rapid Response customers, Unemployment Insurance claimants, or WIOA participants.
- Experience tailoring AI instruction to manufacturing, construction, logistics, healthcare, or business operations.
- Experience developing employer-validated microcredentials or digital badges.
- Existing relationships with Kentucky employers, workforce boards, education providers, industry associations, or economic-development partners.

- Ability to provide scalable participant pricing and economies of scale across multiple workforce areas.
- Experience measuring skill gains, participant satisfaction, and post-training outcomes.

## 6. Proposal Submission Requirements

Proposals should be clear, concise, and organized in the order below. The narrative, excluding required forms, resumes, sample materials, and appendices, should not exceed 30 pages. SCWDB may reject proposals that are materially incomplete or fail to follow submission instructions.

### A. Cover Sheet

Complete Appendix A and identify the legal entity, authorized representative, primary contact, proposed subcontractors, and requested exceptions.

### B. Executive Summary

No more than two pages describing the respondent's understanding of the Network, proposed approach, distinguishing strengths, and total proposed cost structure.

### C. Organizational Experience and Capacity

Describe relevant history, ownership/governance, locations, staffing, financial and administrative systems, federal-grant experience, litigation or audit findings, and capacity to begin promptly.

### D. Technical Approach

Describe the design and delivery approach for both workshops; proposed tools; live remote and in-person model; class size; schedule; participant engagement; hands-on activities; accessibility; contingency plans; and quality assurance.

### E. Occupational Pathways

Provide an outline and sample lesson segment for each of the five pathways. Explain how content will be adapted to employer input and to workers with prior industry experience.

### F. AI Ethics, Privacy, and Governance

Describe safeguards, tool-selection criteria, prohibited data practices, verification methods, cybersecurity, intellectual-property considerations, and how responsible AI use will be taught.

### G. Staffing Plan

Identify key personnel, roles, availability, qualifications, instructor coverage, and any subcontractors. Include resumes or bios and an organizational chart.

### H. Implementation and Work Plan

Provide a timeline from notice to proceed through launch, routine delivery, quarterly updates, reporting, and closeout. Identify decisions and information needed from SCWDB.

### I. Performance, Reporting, and Continuous Improvement

Describe attendance verification, completion documentation, survey methods, data transfer, dashboard/reporting, issue escalation, employer feedback, and curriculum updates.

### J. Budget and Pricing

Complete Appendix B and provide a detailed budget narrative, assumptions, volume discounts, travel terms, software costs, and any optional services.

### K. References

Provide at least three relevant references using Appendix C.

### L. Assurances, Certifications, and Disclosures

Complete Appendix D and disclose conflicts, debarment status, lobbying, legal actions, audit findings, and any proposed exceptions.

### M. Sample Materials

Include representative slides, participant activities, assessment items, certificate/badge examples, and an example instructor guide. Do not submit confidential client information.

## 7. Budget and Pricing Requirements

SCWDB has not established a final contract ceiling for this RFP. Funding and service volume will depend on the Commonwealth of Kentucky receiving a portion of the U.S. Department of Labor Reskill DWG, SCWDB receiving an allocation or subaward sufficient to support the proposed services, participating LWA commitments, negotiated pricing, and actual participant referrals. Respondents must provide transparent, scalable pricing that allows SCWDB to project and control cost. Issuance of this RFP does not represent a guarantee that grant funds will be awarded or that a contract will be executed.

### Respondents should propose, at minimum:

- One-time curriculum development, customization, implementation, and launch costs, if any.
- All-inclusive price per completed participant for the AI-Powered Career Readiness workshop.
- All-inclusive price per completed participant for each AI Industry Accelerator pathway.
- Alternative cohort or session pricing, including minimum enrollment assumptions and cancellation terms.
- Volume discounts or tiered pricing.
- In-person delivery costs, including travel and any required minimums.
- Remote-delivery technology or platform costs.
- Digital badge, credential, licensing, or software costs.
- Optional services and unit prices, clearly separated from the base proposal.
- Any cost assumptions that could affect invoicing or total cost.
- Respondents must disclose any minimum cohort charge, cancellation charge, minimum enrollment requirement, or pricing adjustment applicable when actual enrollment is below the respondent's preferred class size.

SCWDB prefers a pricing structure tied to verified deliverables and participant completion. Final payment terms may include fixed-price, unit-price, cost-reimbursement, or another federally allowable structure determined during negotiation. No cost may be incurred before contract execution and written authorization.

> **COST REASONABLENESS:** Price will be evaluated in relation to proposed quality, deliverables, scalability, participant volume, and total cost of ownership. The lowest-priced proposal will not necessarily receive the highest score or the award.

## 8. Evaluation and Selection Process

A review panel designated by SCWDB will evaluate responsive proposals. SCWDB may request written clarifications, conduct reference checks, invite finalists to an interview or live training demonstration, negotiate scope or price, and make an award with or without discussions.

| Criterion | Points | Considerations |
|---|---|---|
| **Understanding of the Network and proposed technical approach** | 20 | Clear alignment with the rapid-reskilling concept, adult learners, live delivery, multi-region scalability, and integration with local WIOA services. |
| **Curriculum quality and occupational pathway design** | 25 | Practical AI literacy; strong Career Readiness content; relevant manufacturing, construction, logistics, healthcare, and business-operations pathways; hands-on learning; responsible AI. |
| **Experience, qualifications, and organizational capacity** | 15 | Relevant experience, instructor quality, management capacity, federal-funds readiness, and references. |
| **Implementation, delivery, accessibility, and quality assurance** | 15 | Launch readiness, scheduling, remote/in-person delivery, participant support, accessibility, contingency planning, and continuous improvement. |
| **Data, reporting, privacy, and AI governance** | 10 | Accurate documentation, timely reporting, secure data practices, appropriate technology use, and audit readiness. |
| **Budget, pricing, and cost effectiveness** | 15 | Reasonableness, transparency, scalability, volume pricing, and total value. |
| **TOTAL** | **100** | |

SCWDB reserves the right to reject any or all proposals; waive minor informalities; request additional information; negotiate with one or more respondents; award all, part, or none of the scope; make multiple awards; and cancel or reissue the RFP when in SCWDB's best interest.

## 9. Contract Terms and Federal Requirements

The following provisions are illustrative and will be finalized through legal and procurement review and contract negotiation. The selected Contractor must comply with all requirements applicable to the funding source and services.

## 9.1 Contingency of Award

Any selection or contract award made through this RFP is conditional and expressly contingent upon: (1) the Commonwealth of Kentucky receiving an award or allocation under the U.S. Department of Labor Rapid Reskill Employment Recovery National Dislocated Worker Grant; (2) SCWDB receiving sufficient grant funds, a subaward, or other written authorization to implement the Kentucky AI Workforce Readiness Network; (3) SCWDB board approval; (4) successful contract negotiation; (5) all required state and federal approvals; and (6) execution of a written contract. SCWDB may identify a preferred respondent or issue a conditional notice of intent to award before grant funding is finalized, but no respondent may incur costs, begin work, or rely upon an anticipated award until SCWDB issues a written notice to proceed. If Kentucky does not receive Reskill DWG funding, or if SCWDB does not receive sufficient funding or authorization, SCWDB may cancel this solicitation or any conditional award without liability. SCWDB is not liable for proposal preparation costs or other costs incurred in anticipation of an award.

## 9.2 Contract Period

The initial contract period is anticipated to begin upon written notice to proceed and continue through June 30, 2029, with renewal or extension options subject to funding, performance, and approval.

## 9.3 Changes in Guidance

The Contractor must adapt to changes in U.S. Department of Labor, Commonwealth of Kentucky, SCWDB, or grant-specific requirements. SCWDB may modify scope, reporting, or contract terms accordingly.

## 9.4 Subcontracting

Subcontractors must be disclosed and approved in writing. The prime Contractor remains responsible for performance, compliance, records, and payment.

## 9.5 Monitoring and Access

SCWDB, participating LWAs, the Commonwealth of Kentucky, U.S. Department of Labor, auditors, and authorized representatives may monitor services and inspect relevant records, systems, classes, and work products.

## 9.6 Records Retention

The Contractor must retain financial, participant, performance, procurement, and contract records for the period required by applicable federal and state rules and any longer period needed for unresolved audits or litigation.

## 9.7 Confidentiality and Data Security

The Contractor must protect participant and partner information, comply with applicable privacy laws and agreements, limit access to authorized personnel, and report incidents promptly.

## 9.8 Nondiscrimination and Equal Opportunity

The Contractor must comply with WIOA Section 188, 29 CFR Part 38, Title VI and Title VII of the Civil Rights Act, Section 504, the ADA, age-discrimination requirements, and other applicable laws.

### 9.9 Debarment and Suspension

The Contractor and covered principals must not be debarred, suspended, or otherwise excluded from federal transactions and must maintain required registrations and certifications.

### 9.10 Lobbying and Political Activity

Federal funds may not be used for prohibited lobbying or political activities. Required certifications and disclosures must be completed.

### 9.11 Drug-Free Workplace and Other Assurances

The Contractor must comply with applicable federal and state assurances, including drug-free workplace, trafficking in persons, whistleblower protections, and other terms included in the final grant award or contract.

### 9.12 Intellectual Property and License

The proposal must identify pre-existing proprietary materials. Final ownership, license, reuse, modification, statewide access, and post-contract use rights for curricula and deliverables will be negotiated. SCWDB requires sufficient rights to continue and administer the Network.

### 9.13 Publicity

The Contractor may not issue news releases, use SCWDB's name or logo, or make public representations about the award without prior written approval. Required federal funding acknowledgments will be included as directed.

### 9.14 Insurance and Indemnification

The selected Contractor must maintain insurance and accept indemnification and risk-allocation terms acceptable to SCWDB.

### 9.15 Termination and Remedies

The contract may include termination for cause, termination for convenience, corrective action, withholding of payment, disallowance of costs, repayment, suspension, or other remedies.

### 9.16 Audit and Cost Principles

Costs must be allowable, allocable, reasonable, necessary, and adequately documented under applicable federal rules, including 2 CFR Part 200 and grant-specific requirements.

### 9.17 Conflict of Interest

Respondents must disclose actual, potential, or apparent conflicts. The Contractor must follow SCWDB conflict-of-interest and ethics requirements.

### 9.18 No Guarantee of Volume

SCWDB does not guarantee a minimum number of participants, classes, referrals, payments, or contract value unless expressly stated in the final contract.

# 10. Questions, Communications, and Submission Instructions

## 10.1 Questions and Addenda

All questions must be submitted in writing to contact@southcentralworkforce.com no later than August 28, 2026, at 4:00 p.m. Central Time. The subject line should read: "Question — Kentucky AI Workforce Readiness Network RFP." Responses and any addenda will be posted at https://southcentralworkforce.com/request-for-proposals by September 4, 2026. Oral explanations are not binding.

Respondents must not contact SCWDB board members, employees other than the designated procurement contact, participating LWAs, or proposal evaluators regarding this RFP during the restricted communication period. Unauthorized contact may result in disqualification.

## 10.2 Proposal Submission

- Proposals must be received by September 18, 2026, at 4:00 p.m. Central Time. Late proposals may be rejected.
- Submit one searchable PDF by email to contact@southcentralworkforce.com. The file name should be: "[Respondent Name] — Kentucky AI Workforce Readiness Network RFP."
- If file size exceeds system limits, contact the designated procurement contact before the deadline for approved transfer instructions.
- The respondent is responsible for confirming successful transmission and receipt.
- Proposal revisions are permitted before the deadline. The most recent complete submission received will control unless the respondent clearly withdraws it.
- Proposals should remain valid for at least 120 days after the submission deadline.

## 10.3 Public Records

Proposals may be subject to the Kentucky Open Records Act and other disclosure requirements. Respondents should clearly identify information claimed to be confidential or proprietary and provide the legal basis for the claim. SCWDB cannot guarantee confidentiality and will make disclosure determinations under applicable law.

## 10.4 Procurement Contact

Brian Becker
South Central Workforce Development Board
2355 Nashville Rd., Bowling Green, KY 42101
brian@southcentralworkforce.com
270.745.3905
Procurement webpage: https://southcentralworkforce.com/request-for-proposals

# Appendix A — Proposal Cover Sheet

| | |
|---|---|
| **Legal Name of Respondent** | |
| **Doing Business As (if applicable)** | |
| **Entity Type** | |
| **Federal Employer Identification Number** | |
| **Street Address** | |
| **City / State / ZIP** | |
| **Website** | |
| **Authorized Representative / Title** | |
| **Primary Proposal Contact / Title** | |
| **Phone** | |
| **Email** | |
| **Proposed Subcontractors** | |
| **Total Proposed Pricing Structure** | |
| **Exceptions Included? (Yes/No)** | |

## Certification

I certify that the information in this proposal is true and complete to the best of my knowledge; that I am authorized to bind the respondent; and that the respondent agrees to comply with the requirements of this RFP, except for any exceptions expressly identified in Appendix E.

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

# Appendix B — Budget and Pricing Form

Respondents may attach additional detail, but must complete the following pricing summary. All costs should be fully loaded unless otherwise stated.

| Cost Item | Pricing Unit | Proposed Price |
|---|---|---|
| One-time implementation / curriculum customization | Fixed amount | $_____ |
| AI-Powered Career Readiness workshop | Per completed participant | $_____ |
| AI Industry Accelerator — Manufacturing | Per completed participant | $_____ |
| AI Industry Accelerator — Construction | Per completed participant | $_____ |
| AI Industry Accelerator — Logistics | Per completed participant | $_____ |
| AI Industry Accelerator — Healthcare | Per completed participant | $_____ |
| AI Industry Accelerator — Business Operations | Per completed participant | $_____ |
| In-person delivery | Per session or day | $_____ |
| Approved travel | Basis / limits | _____ |
| Digital badge / credential | Per participant | $_____ |
| Optional service: _____ | Unit: _____ | $_____ |

## Volume Discounts / Tiered Pricing

1–99 completions: _____

100–249 completions: _____

250–499 completions: _____

500+ completions: _____

## Budget Narrative and Assumptions

Explain all assumptions, minimum class sizes, cancellation terms, technology and licensing costs, travel, indirect costs, participant materials, credential fees, taxes, and any other factor that could affect total cost. Identify which costs are included in unit prices and which require separate approval.

# Appendix C — References

Provide at least three references for comparable work completed within the last five years. SCWDB may contact any past or current client identified in the proposal or otherwise known to SCWDB.

## Reference 1

- Organization:
- Contact Name / Title:
- Email / Phone:
- Contract dates:
- Services / Population:
- Approximate Contract Value:

## Reference 2

- Organization:
- Contact Name / Title:
- Email / Phone:
- Contract dates:
- Services / Population:
- Approximate Contract Value:

## Reference 3

- Organization:
- Contact Name / Title:
- Email / Phone:
- Contract dates:
- Services / Population:
- Approximate Contract Value:

# Appendix D — Assurances and Certifications

The authorized representative should initial each assurance and provide explanations where requested. Final contract certifications may be expanded based on the grant award and legal review.

| Initial | Assurance | Explain? |
|---|---|---|
| ____ | The respondent is legally authorized to conduct business and provide the proposed services. | Yes / No |
| ____ | The respondent and its principals are not debarred, suspended, proposed for debarment, or otherwise excluded from federal transactions. | Yes / No |
| ____ | The respondent will comply with applicable nondiscrimination, equal opportunity, disability-access, and language-access requirements. | Yes / No |
| ____ | The respondent will comply with applicable federal cost principles, audit requirements, procurement rules, and records-retention requirements. | Yes / No |
| ____ | The respondent will protect confidential and personally identifiable information and follow approved data-security procedures. | Yes / No |
| ____ | The respondent will not use restricted participant or employer data in public or unapproved AI systems. | Yes / No |
| ____ | The respondent will disclose actual, potential, or apparent conflicts of interest. | Yes / No |
| ____ | The respondent will not use federal funds for prohibited lobbying or political activity. | Yes / No |
| ____ | The respondent will comply with applicable drug-free workplace, trafficking in persons, whistleblower, and other federal award requirements. | Yes / No |
| ____ | The respondent will permit monitoring, inspection, audit, and access to relevant records and services. | Yes / No |
| ____ | The respondent understands that award and payment are contingent upon available funding and a fully executed contract. | Yes / No |
| ____ | The respondent has disclosed all material litigation, audit findings, questioned costs, or contract terminations from the last five years. | Yes / No |

Authorized Signature: _____

Printed Name / Title: _____

Date: _____

# Appendix E — Exceptions and Requested Clarifications

List every exception to the RFP or proposed contract terms. Failure to identify an exception may be interpreted as acceptance. SCWDB is not obligated to accept any requested exception.

| No. | RFP Section | Requested Exception / Clarification | Proposed Alternative / Rationale |
|---|---|---|---|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |

## END OF REQUEST FOR PROPOSAL