

CHICAGO COOK WORKFORCE PARTNERSHIP

LOCAL WORKFORCE INVESTMENT AREA #7

REQUEST FOR PROPOSALS FOR Training Assessment Review Agency



CHICAGO COOK
WORKFORCE
PARTNERSHIP

FUNDING PERIOD: July 1, 2013 - JUNE 30, 2014

**CHICAGO COOK WORKFORCE PARTNERSHIP
69 W. WASHINGTON - SUITE 2860
CHICAGO, IL 60602**

**RESPONSES DUE:
Wednesday, May 1, 2013 - 4:00 P.M. (CST)**

Pre-Submittal Conference: Wednesday April 10, 2013 - 10:00 A.M. - 12:00 P.M.

Richard J. Daley Center
50 West Washington Street
Room Cl-115 (Conference Level in the Pedway below the Center)
Chicago, Illinois 60602

Attendance is not mandatory, but is highly encouraged

Send all questions to: tararfp@workforceboard.org
Responses to questions from respondents will be posted at:

www.workforceboard.org

By April 22, 2013

**Karin M. Norington-Reaves, CEO
Chicago Cook Workforce Partnership**

**Frank Clark, Jr., Co-Chair
Dr. Larry Goodman, Co-Chair
Chicago Cook Workforce Investment Board**

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SECTION I. DEFINITIONS

Adult: An individual with an age of 18 years or older. (WIA Section 101(1) and 20 CFR 663.110).

Affiliate: An Affiliate Center is a location or an access point that provides one or more of the Workforce Investment Act required partner programs, services, or activities: assure minimally the availability of core services.

Assessment: The process whereby applicants are interviewed to determine their employability, motivation, aptitude, family situation, education and training, attitudes, transportation, support needs, abilities and interests in order to assist in developing an Individual Employability Plan (IEP) for the attainment of the individual's career goals. Testing and counseling are a part of the assessment process.

Business Intermediary: An entity that provides Workforce Investment Act services and activities to regional business customers and job seekers by working with The Partnership and partner agencies to enhance business services and develop training initiatives in response to current demand and growing trends to better meet employers' needs.

Business Relations and Economic Development: The Business Relations and Economic Development unit of The Partnership supports the regional business community's growth and stability by leveraging economic and workforce development strategies and resources. This team engages the city and county economic development departments, regional chambers of commerce, and other regional workforce development partners to identify opportunities to provide innovative, quality and integrated services to regional employers. This unit will also lead cohorts of Business Services Teams to create a system-wide approach for continuity in the delivery of public workforce system services to regional business customers.

Case Management: The provision of a customer-centered approach in the delivery of services, designed to prepare and coordinate individual comprehensive employment plans, such as service strategies, for customers to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and to provide job and career counseling during program participation and after job placement (WIA Section 101(5)).

Core Services: Core Services are WIA activities that may be self-directed or staff-assisted. By regulation, all self-directed activities must be available through the One-Stop system. (20 CFR 663.150). These services are provided free to anyone (i.e. universal access).

Certified Eligible (Eligibility): Certified Eligible is a designation applied to a jobseeker in IWDS after a thorough assessment has determined him/her eligible to receive services paid for by either Adult, Dislocated Worker or Youth WIA funds.

Certified Training Provider (CTP): A training provider who has applied through one of the Local Workforce Investment Areas (LWIAs) to have training programs added to the Illinois state

list of Certified Training Programs. The CTP is eligible to receive ITA funds in exchange for providing quality occupational skills training for those approved programs.

Chapin Hall: Chapin Hall is an independent policy research center who launched the CWICstats Chicago workforce research and data initiative. Chapin Hall maintains the Chicago Cook County WIA Training Program Resource Guide, also known as the report card, this website (www.chicagolandwiatraining.com) contains information that assist customers decide where to apply ITA vouchers.

Credential: A nationally recognized degree or certificate or state/local recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (TEGL 17-05).

Customer: An individual who has registered under 20 CFR 663.105 or 20 CFR 664.215 and has been determined to be eligible to participate in and who is receiving services (except for follow-up services) under a program authorized by WIA Title I. Participation commences on the first day, following determination of eligibility, on which the individual begins receiving other core, intensive, training or other services provided under WIA Title I. (WIA Section 101(34); 20 CFR 660.300).

Customized Training: Training that is designed to meet the special requirements of an employer (including a group of employers); that is conducted with a commitment by the employer to employ an individual on successful completion of the training; and for which the employer pays for not less than 50 percent of the cost of the training (WIA Section 101(8)).

Delegate Agency: An agency contracted by the Partnership to provide WIA core and intensive adult and dislocated worker services and youth services.

Dislocated Worker: An individual who has been terminated or laid off, or who has received a notice of termination or layoff from employment; is eligible for or has exhausted entitlement to unemployment compensation; or has been employed for a time sufficient to demonstrate attachment to the workforce, but is not eligible for unemployment compensation due to insufficient earnings or having performed services for an employer that were not covered under a state unemployment compensation law; and is unlikely to return to a previous industry or occupation.

Eligible (Eligibility): Refers to an individual's status in relation to their ability to receive services under the Workforce Investment Act. (Ref. 20 CFR 663.110, 663.115, 663.120).

Enrollment: An eligible customer who has been referred for WIA services and for whom enrollment documents have been completed and entered into the State's tracking system, Illinois Workforce Development System (IWDS).

Enrollment (Youth Only): Enrollment into the WIA is complete when a Certified Eligible youth receives a WIA funded service and the delivery of that service is recorded in IWDS.

Illinois Workforce Development System (IWDS): State WIA customer tracking system.

Individual Training Account (ITA): Vouchers provided to WIA registered customers that allow for access to training with defined maximum value to choose among an approved set of training providers.

Older Youth: A WIA youth customer who is between 18 to 21 years old.

On-The-Job Training (OJT): Training by an employer that is provided to a paid customer while engaged in productive work in a job that provides knowledge or skills essential to the full and adequate performance of the job; provides reimbursement to the employer of up to 50 percent of the wage rate of the customer, for the extraordinary costs of providing the training and additional supervision related to the training; and is limited in duration as appropriate to the occupation for which the customer is being trained, taking into account the content of the training, the prior work experience of the customer, and the service strategy of the customer, as appropriate (WIA Section 101(31)).

Registration (Adults and Dislocated Workers): Registration (Adults and Dislocated Workers Only): Registration is complete when a Certified Eligible Adult or Dislocated Worker receives a Core level service and the delivery of that service is recorded in IWDS.

Self-Referral: This applies to delegate agencies that function as WIA service providers and Certified Training Providers. It is considered a “self-referral” when a service provider makes an ITA referral to its own certified training program.

Training: Includes occupational skills training, on-the-job training, programs that combine workplace training and related instruction, including registered apprenticeship, training programs operated by the private sector, skill upgrade and retraining, entrepreneurship training, job readiness training, adult education and literacy training, and customized training.

Training Assessment Review Agency (TARA): This agency serves as an objective reviewer of the ITA application. All ITA applications are reviewed, approved and processed by the TARA. The TARA manages all financial aspects of training under WIA in LWIA 7.

Workforce Center Operator: The Partnership selected Center Operators to serve as the representative(s) of the WIA Title I Administrative Entity to provide core, intensive and training services within The Partnership Illinois workNet centers. The Center Operators are responsible for the overall operation of services delivered in the center as well as coordination with the mandated partners and are responsible for the physical operations and needs of the Center(s).

Workforce Investment Act: The legislation that mandates federally funded public training programs. Public training programs under the Workforce Investment Act (WIA) of 1998, aim to give more choice to workforce program customers in the types of services they receive.

Customers are given vouchers that they can use at their discretion at Certified Training Providers. Referred to as Individual Training Accounts (ITAs), this approach to providing training services became the standard under WIA.

Youth Affiliate: Youth Affiliates provide services to assist youth ages 16-21 in achieving academic and employment success.

SECTION II. INTRODUCTION

A. Workforce Investment Act Overview

The U.S. Department of Labor’s (“DOL”) Workforce Investment Act (“WIA”) Title I is the main source of federal funds for workforce development activities throughout the nation. WIA funding, which is distributed to states and, subsequently, sub-state agents, is used to serve two primary customers—businesses and job seekers. Services are managed and provided by local agents, which must meet performance goals set by DOL and the respective state overseer.

B. Authority

The Chicago Cook Workforce Partnership issues this Request for Proposal (RFP) to solicit submittals from organizations interested in becoming the Training Assessment and Review Agency (TARA), to coordinate and process payment for training services under the Workforce Investment Act (WIA) of 1998. WIA provides Federal funds for the facilitation and coordination of individual training accounts. The Partnership has program and administrative responsibility for all WIA services provided in Local Workforce Investment Area (LWIA) 7, which serves the entirety of Cook County inclusive of the City of Chicago. The Chicago Cook Workforce Investment Board provides leadership, strategic planning, policy direction and oversight for WIA services in LWIA 7.

The U.S. Department of Labor’s Workforce Investment Act (WIA) Title I of 1998 (112 Stat. 936) provides federal funding for workforce development activities. WIA provides for customer-focused comprehensive system. It is designed to help Americans access the tools to manage their careers through information and quality services, and to help U.S. companies find skilled workers.

Guiding principles of the WIA include: streamlining services through a “One-Stop” service delivery system focused on service integration and outcomes; providing information and access to training services; providing universal access to employment-related services, and increasing accountability (improving employment retention and earnings, improving the quality of the workforce, sustaining economic growth, and reducing welfare utilization). A copy of the WIA and its regulations are available for review at the U.S. Department of Labor (DOL) Employment and Training Administration website at www.doleta.gov.

C. Chicago Cook Workforce Partnership (The Partnership)

The Chicago Cook Workforce Partnership (“The Partnership”) is a collaboration between the City of Chicago and Cook County to create and administer a comprehensive workforce development system designed to work with the business community and job seekers. The Partnership integrates City and County Workforce Investment Act (WIA) programming in order to improve services and reduce costs. The Chicago Cook Workforce Investment Board (the “WIB”) oversees The Partnership, has statutory responsibility for the local implementation of WIA and provides a forum for business, labor, education, government, community-based organizations and other stakeholders to work together to develop strategies that can address the supply and demand challenges confronting the local workforce.

The Chicago Cook workforce system comprises seven types of organizations:

- **Workforce Centers** are high-capacity centers serving the general job-seeking population as well as businesses. Workforce Centers must serve both Adult and Dislocated workers (Youth optional) and must have active participation from one of the mandated WIA partners. The locations for Workforce Centers have been identified and approved by the predecessor LWIAs.
- **Affiliates** provide services to job seekers and businesses, differing from workforce centers in that they are smaller and may serve a smaller geographic area or special population.
- **Youth Affiliates** delegate agencies provide services to assist youth ages 16-21 in achieving academic and employment success.
- **Business Intermediary** provides services to regional business customers and Adult and Dislocated workers; is responsible for employer-focused employment training services including, but not limited to, customized and on-the-job training services.
- **Workforce Centers for Business** (aka Sector Centers) are business service hubs concentrating on business and job seeker services related to a specific industry sector, such as manufacturing, and responsible for educating the other WIA delegate agencies on aspects of the given sector.
- **Bridge Programs** prepare residents with limited academic or limited English skills to enter and succeed in credit-bearing postsecondary education and training leading to career-path employment in high-demand, middle and high-skilled occupations.
- **The Training Assessment and Review Agency** (TARA) serves as an objective reviewer of individual training account (ITA) applications. All ITAs are reviewed, approved and processed by the TARA. The TARA is also responsible for the payment and management of training funds under WIA in LWIA 7.

These seven groups of organizations work together to provide the most effective possible service to our job seeking and business customers. This collaborative system includes multiple entry points for both businesses and job seekers to access the full range of workforce development services and benefits.

D. The Partnership's Mission

Mission: The Partnership's mission is to improve services, reduce costs and support job creation and economic development across the Cook County workforce system. In addition, The Partnership creates and supports innovative programs that allow for region-wide implementation of best practices and coordinated engagement with the region's business community in order to meet the workforce needs of employers.

SECTION III: PURPOSE OF SOLICITATION

The Request for Proposal ("RFP") has been released to allow The Chicago Cook Workforce Partnership ("The Partnership") to recruit qualified vendors to submit proposals to effectively and efficiently function as the Training Assessment and Review Agency (TARA). The TARA was established to serve as the administrator of WIA training funds. The TARA serves as the single point of contact for Delegate Agencies, Certified Training Providers and The Partnership and is responsible for processing all customer ITA applications. The TARA will ensure WIA

customers are receiving services and making informed choices about the selection of training services.

A successful respondent will be required to:

- a) Review, approve and issue all requests for Individual Training Account (ITA) vouchers from workforce development referring delegate agencies in accordance with Partnership guidelines and policies.
- b) Manage Individual Training Accounts by issuing training vouchers, paying Certified Training Providers (CTP), processing and collecting refunds, and being responsible for the overall management of training funds in consultation with The Partnership.
- c) Submit comprehensive and accurate fiscal reports detailing training obligations and expenditures.
- d) Provide quality customer services and technical assistance to workforce development referring delegate agencies.
- e) Generate, analyze and evaluate system-generated data on various aspects of ITA-funded training.
- f) Conduct training seminars and workshops on policies and procedures.

SECTION IV. GENERAL INFORMATION

A. Eligible Respondents

Any governmental, not-for-profit, local agency, educational institution or for-profit entity properly operating in accordance with Federal, State and local law, and in business for at least three years, may submit a proposal for consideration. Minority-owned, women-owned and disadvantaged businesses are encouraged to apply.

Respondents must be eligible to do business with the City of Chicago and Cook County. Respondents must indicate the full address for their Board members and their administrative offices in their response.

Respondents may submit proposals in which subcontractors are identified to provide program components. Such subcontracting relationships must be specified in the budget. Any later subcontracting must be done pursuant to WIA and /or Partnership procurement policies and are subject to prior written approval from The Partnership.

Entities are **ineligible** if they: 1) are currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State or Local department/agency; 2) have existing grants with any State or Local agency that are suspended or otherwise not in good standing; or 3) are not in compliance with the Illinois Department of Revenue or the Federal Internal Revenue Service requirements.

B. Anticipated Volume and Contract Term

The Partnership will award WIA funds to an entity that demonstrates the best ability to effectively and efficiently deliver services and manage funds as described herein. It is the

expectation of the Workforce Investment Board that respondents will be proficient in their understanding of the Workforce Investment Act services and regulations. All proposals must be comprehensive and address the full scope of services contemplated in the RFP.

In preparing a response to this RFP, respondents should plan staffing levels to anticipate the following volume of ITA and training funds for Program Year 2013 (July 1, 2013-June 30, 2014) **Please note that the volume and funding levels for training are for planning purposes only and subject to change depending upon funding received.**

WIA TITLE	# ITAs issued	Dollar Value
Adult	800-900	\$4,250,000
Dislocated Worker	825-925	\$4,500,000
Youth	125-150	\$700,000

The anticipated contract start date and initial one year term is July 1, 2013- June 30, 2014. The Partnership reserves the right to grant up to three (3) one-year renewals based on achievement of deliverables and contract performance. The Partnership will accept proposals with implementation starting after July 1, 2013 but expects implementation of the TARA process to begin by September 15, 2013 at the latest. The Partnership will work with the existing contractor to transition TARA duties in a manner that is least disruptive to WIA customers.

Historically, the TARA agency has been compensated on a monthly basis upon receipt of service invoices. Although The Partnership anticipates that compensation will be addressed in the same manner, compensation schedules and amounts will be finalized at the time of contracting. Payment will be conditioned on the contractor’s performance in accordance with the terms of its contract.

C. Pre- Submittal Conference

The Partnership will hold a Pre-Submittal Conference for all prospective respondents to the TARA RFP. At this session, The Partnership staff will review program information, key proposal requirements, contract terms and conditions and respond to questions. Attendance is highly recommended.

The Pre-Submittal conference will be held on:

**Wednesday April 10, 2013
10:00 A.M.to 12:00 Noon (CTS)
Richard J. Daley Center
50 West Washington
Room: CL 115 (Conference Level in the Pedway)
Chicago, Illinois**

Other than during the Pre-submittal Conference, staff members are unable to provide technical assistance during the application process. The Partnership staff will only respond to questions received electronically to the email address www.tararfp@workforceboard.org. Responses to all

questions received by The Partnership prior to April 15, 2013 will be posted on its website at www.workforceboard.org by April 22, 2013.

SECTION V: SCOPE OF SERVICES

A. OVERVIEW

This description of the Scope of Services is intended to be sufficiently detailed so applicants can submit a realistic proposal response. However, The Partnership reserves the right to negotiate additional reporting requirements and/or deliverables with the selected respondent prior to contract execution.

The TARA is responsible for reviewing training applications and customer file information in a timely manner to determine if a request merits approval based on The Partnership's established criteria. Once approved, the TARA is responsible for issuing the ITA voucher and disbursing funds to either the WIA Certified Training Provider (CTP), or in cases of OJT and customized training, the referring delegate agency. In cases of participant withdrawal from training, overpayment, or non-compliance by the training provider or employer, the TARA will be responsible for collecting a refund from the appropriate CTP entity or employer in accordance with guidelines established by The Partnership. The TARA also will provide The Partnership with system-generated and/or original reports, identifying trends in customer usage, referrals, and other various elements of the local service system.

B. Training Service Request Review and ITA Issuance

The TARA will develop and maintain a Partnership co-branded, secure website for service providers to submit online training request applications on behalf of WIA customers. The TARA will also receive required attachments/documentation from service providers via mail or uploading to the online interface.

The TARA will review training requests according to guidelines and policies developed by The Partnership. Please refer to the WIA Title I Training Provider Eligibility and Certification Policy and the WIA Individual Training Account Policy on The Partnership's website at www.workforceboard.org. Amendments to existing policies and/or additional policies and procedures may be established by The Partnership during the term of the contract.

All WIA referring delegate agencies may submit the standard training request to the TARA for approval when it has been determined that a jobseeker is in need of the training in order to successfully attain the employment goal described in their IEP.

The TARA review of this documentation will be the final step required prior to the customer enrolling in a WIA-certified training program. The TARA will not be expected to make qualitative judgments about a customer's suitability for the training program identified. The TARA agency will work primarily with the WIA referring delegate agencies and Certified Training Providers.

The TARA service request review will be confined to a review of the job-seeking customer's file information provided by the referring delegate agency and/or available in the Illinois Workforce Development System (IWDS) for appropriate documentation such as:

- Verification through the Illinois Workforce Development System (IWDS) system that each customer is a registered WIA Adult, Dislocated Worker or Youth customer (1A, 1D, 1Y). The TARA will have VIEW ONLY access to the IWDS for this purpose. The TARA will not edit any data in the IWDS. Note: All information contained in the IWDS is confidential and secured.
- Verification that completion of WIA eligibility documentation authorized by service provider is listed in IWDS.
- Verification that customer has received core and intensive services authorized by the service provider is listed in IWDS.
- Verification that Individual Employment Plans, detailing the customer's proposed career plan and training needs have been completed in IWDS.
- Verification that alternative funding sources have been explored and award amounts are documented a Financial Statement Form.
- Verification that training provider exploration forms are completed as necessary.
- Verification of Customer Choice for self-referrals:
Note: In the case of a "self-referral," which occurs when a customer requests a training voucher to purchase training services from the same delegate agency that provided initial WIA core and intensive services, the TARA will complete a phone survey with the job seeking customer to ensure that the customer has been made aware of all training service options available to them. In such cases, the TARA will use a survey instrument which will be added to the customer's file.
- Verification that the requested training program is on the State list of approved programs.
- Verification that the amount requested is the same as or lower than the amount in IWDS for the requested program.
- Verification that payment arrangements have been made by service provider for customers whose tuition cost is beyond the ITA cap. This information is maintained by case managers for online applications. The payment arrangement amount is listed on Financial Statement form submitted to The TARA.

The TARA will determine the completeness of the request for training based on the above items and communicate the status of the request via email to the WIA referring delegate agency **within five (5) days of the request**. If the training request package is incomplete, including any failure

by the CTP to provide adequate documentation, the request will be returned to the referring delegate agency via email with corrective recommendations from the TARA.

It will be the responsibility of the referring delegate agency to correct, revise, and/or resubmit the request for training services. Complete training requests that receive an “approved” status will result in an email confirmation sent to the referring delegate agency and training provider by the TARA. **The TARA will process all complete and accurate applications and distribute an ITA voucher for training within five (5) days of the completed application request.** The ITA vouchers will be e-mailed to the WIA service provider who made the training referral with instructions on how the customer should proceed.

C. Reimbursement and Payment of Training Services

The TARA will be responsible to remit timely and accurate payment to training providers for training. Training providers will redeem their ITA vouchers by submitting a billing package to the TARA. The TARA will follow the following procedures for processing payment on redeemed vouchers:

- The TARA will review four (4) weeks of student attendance records before honoring training vendor invoices.
- Payments to training vendors will be made **within 60 days of receipt** of the complete billing package provided funds are available from The Partnership but not before verification of four weeks of customer attendance.
- In the event that the ITA customer officially drops from a program or the training vendor drops the customer from the course for any reason, the TARA will pay a prorated amount based on the training vendor’s refund policy. If the TARA has paid the vendor, the TARA will be expected to pursue a refund from the training vendor in accordance with the training vendor’s refund policy.
- All identified refunds must be recorded as an accounts receivable in the name of the training vendor and program funding title. Once a refund is received the account should be closed. A total of the refund accounts receivable should be reported on the monthly financial report.
- The TARA will maintain a running list of appeals per program year. The appeal list will be sent monthly to the Chief Program Officer and the Program Manager at The Partnership. The Program Manager will be responsible for approving the appeals within a timely period and forwarding the appeals approved to the TARA (to be listed on the appeal spreadsheet).
- OJT and/or customized training payments will be written to the employer but mailed directly to the referring delegate agency in an effort to support strong relationships between the referring delegate agency and employers. The TARA will review OJT/and customized training payment requests submitted by The Partnership. The TARA must complete a review of the employer including documentation of payroll, cost reimbursement rates, and the training duration limits. The referring delegate agency will then be responsible for making the payment to the employer.

D. Overall Management of Funds

The TARA will manage a funding account for The Partnership's Individual Training Account (ITA) funds and ensure that all ITAs are recorded and **tracked separately by WIA title (Adult, Dislocated Worker and Youth) and grant year**. Through the various reports and tracking system, the TARA will clearly track and record all ITAs issued or obligated by the WIA system. Since some ITAs will cover multiple program years (i.e., 2 year college programs), the TARA must also track future obligations or commitments covered under the ITA by program year.

Bank reconciliations must be completed within 15 days of receipt of bank statement and maintained in electronic and hard copy versions. Bank reconciliation packages will be available to The Partnership upon request. All invoicing and accounting of ITA funds must be recorded and traced back to the TARA's general ledger.

The TARA will provide a Financial Summary report to The Partnership by the 10th of each month. This electronic report (Excel format) will include monthly cumulative ITA expenditures. See reporting section for additional details. The TARA will submit weekly requests for ITA funds to cover all processed payments for the prior week's activity. The funds request must be accompanied by a hard copy of the invoice and Complete Billing Package Report. The funds request should be based on actual obligations as determined by actual invoices processed by The TARA.

The Partnership will require, at a minimum, regular monthly status reports on cumulative expenditure rates of training vouchers, including the number, value and types of services purchased, by funding stream.

E. Technical Assistance

The TARA is expected to provide quality and timely technical assistance to referring delegate agencies and Certified Training Providers regarding the ITA process. The TARA must respond to questions from delegate agencies and/or training providers **within 24 business hours**. Typical questions might include:

- Program policy clarification, eligibility guidelines, approval process and problem-resolution process.
- Status of receipt and approval of application.
- Status of anticipated receipt of Voucher for training services.

In addition to responding to questions, the TARA in conjunction with The Partnership will conduct training workshops and/or webinars on the TARA process and billing procedures for referring delegate agencies and CTPs.

In cooperation with The Partnership, the TARA may also be requested to assist with special events regarding training such as a Training Provider Fair or conference. Additional fees regarding special events will be negotiated at the time of award.

F. Customer Service and Continuous Quality Improvement

The TARA's primary function is to review training requests, therefore, it is important to note that the WIA referring delegate agencies are the TARA's primary customer. The TARA will be required to provide a clear customer service strategy which insures that the WIA referring delegate agencies are adequately served. In addition, a system for receiving feedback from delegate agencies through surveys and/or focus groups must be in place. Based on the feedback and whenever possible, the TARA must:

- Recommend procedural changes in response to feedback from service providers and The Partnership.
- Establish a problem-resolution process for service providers that will be monitored by The Partnership.
- Improvement plans must be submitted bi-annually to The Partnership.
- Provide policies and procedures to address any complaints from the referring delegate agencies, which includes notifying The Partnership.

G. Training Services Data Collection and Analysis

To better assist The Partnership in its efforts to improve the quality and successful outcomes of training programs, the TARA will provide information to The Partnership in the form of reports, which analyze training-related trends, outcomes, relationships and other factors in the local area. At the most basic level, The Partnership is interested in the number of and dollar value of training vouchers issued, the amount expended by service (ITA, OJT, etc.), and types of training services purchased, by industry. A quarterly report will include in-depth narrative summaries identifying such information as:

- Referral trends between WIA referring delegate agencies and Certified Training Providers (including self-referrals)
- Customer training selection by title, industry and how it relates to local market need
- Customer ITA voucher balance by program year and WIA tile (i.e. the TARA should be able to report, at any point in time requested by The Partnership.)
- Vouchers by Certified Training Provider (i.e. how much funding has been paid out and by program and program year.)

H. Records and File Maintenance

The TARA will maintain accurate and complete electronic files on-site for each customer, referring delegate agency, and Certified Training Provider. Customer files must reflect the latest information regarding communication between the TARA agency and the referring delegate agency on behalf of the job seeking customer including: copies of all original and amended requests, supporting documentation, interim and final dispositions, self-referral surveys, a copy of voucher (s) issued, documentation of training services purchased, payments, and refunds. Referring delegate agency files may include such information as contact information and number of incomplete requests submitted. Data in CTP files may include, billing packages, payments, refunds, copies of complaints, and cancellation notices.

I. Communications and Meetings

The TARA will communicate closely with The Partnership on program activity and progress.

The TARA will meet with The Partnership staff in person or via conference call, monthly or as requested, to communicate updates, progress and concerns.

SECTION VI. DELIVERABLES:

In carrying out its Services, the TARA must prepare or provide to The Partnership various Deliverables. "Deliverables" include work product, such as written reviews, recommendations, reports and analyses, produced by the TARA for The Partnership. The following are the expected deliverables for each scope element.

A. Training Service Request Review and ITA Issuance

- A secure web based system for accepting ITA applications
- Electronic files documenting compliance with Partnership procedures
- Email confirmations to referring delegates agencies
- A five (5) day turn-around time to issue a voucher for all complete and accurate applications

B. Reimbursement and Payment of Training Services

- Accurate and compliant billing records
- Accurate accounting of refunds
- Timely reimbursement (60 days max) to training providers and/or delegate agencies in the case of OJT and customized training
- Appeals report submitted monthly

C. Overall Management of Funds

The TARA must provide various regular monthly and quarterly reports to The Partnership. All reports must be available in both electronic and hard copy formats as requested by The Partnership. Ad hoc and periodic reports will also be required. Examples of monthly and quarterly reports include but are not limited to:

ITA/OJT FISCAL REPORTS

The TARA must provide monthly fiscal reports, which may include information such as:

Monthly Detail Report

WIA Title and Program Year
Customer Name and last four digits of SSN
Referring Agency
Training Provider
Training Industry
Specific training service purchased
Voucher amount
Payment Amount
Check Date and Number
Self-referral (yes or no)

Paid vs. Pending
Obligated vs. Expended
Start /End date of Training
Future Obligations (ITAs that cross funding years)

Monthly Summary Report

Total number of ITAs funded during current period and cumulative
Total amount paid to training providers this period and YTD
Total amount of refunds processed during current period and cumulative
Available balance in the overall training fund
Total unspent obligations

Quarterly Aging Reports

Number of training vouchers issued
Number of 30, 60, 90-day obligations

Quarterly Cancellation Reports by Training Provider

Number of vouchers cancelled with no payment

D. Technical Assistance

- A help desk and/or phone line to receive calls and inquiries
- Response to questions within 24 hours
- Webinars and/or training workshop explaining steps to issue an ITA
- Webinars and/or training workshops explaining steps to redeem ITA voucher
- Printed materials or on line directions to issuing an ITA and redeeming vouchers

E. Customer Service and Continuous Quality Improvement

- Survey results
- Improvement Plans

F. Training Service Data Collection and Analysis

PROGRAM REPORTING

The TARA will provide various monthly and/or quarterly reports, which include information regarding all training services for the current period and cumulative such as:

Activity Report by Referring Agency and by Job-Seeking Customer

Number of referrals made
Number of requests approved
Qualifications/education level of customers

Denied Voucher Report

Incomplete training requests by referring agency
Training provider
Name, last four digits of SSN of customer
Rate of denials

Training Provider Summary Report

Number of Vouchers received

Trend identification, focused on:

Rates of referrals to specific training and training providers

Number of vouchers approved by industry type

Credential attainment

Training related job placement

OJT and Customized Training Detail Report

Referring Delegate

Employer Name

Industry

Beginning wage

Total dollar value

G. Records and File Maintenance

Complete, accurate and secure electronic files

H. Meetings and Communications

Participation in regular conference calls and/or face to face meetings with the Partnership.

SECTION VII. BUDGET

Respondents must complete a detailed line item budget and overall budget narrative with their proposal. Please see the attached Budget Summary Forms (Attachment B) and Budget Summary Instructions (Attachment C) for further information.

SECTION VIII. PROPOSAL EVALUATION PROCESS

A. Process

A panel of workforce development professionals selected by The Partnership will review and evaluate all proposals based on the criteria outlined below. Panel members may include Partnership staff, foundation representatives, and other Local and State organizations. The panel will perform an in-depth review of all responsive proposals based on the review criteria, and may interview the top scoring applicants.

Prior to its final funding decision, The Partnership may also: 1) Meet with representatives of the responding entity to discuss the proposed program and budget; 2) Identify and/or negotiate program or budget changes the responding entity must make as a condition of funding; and 3) Identify other documentation the entity must provide as a condition of funding.

The Partnership will then select a respondent for recommendation to its Board, which will approve the final selection or decline to make a selection. The Partnership reserves the right to award grant agreements on the basis of proposals received without further discussions with

respondents. However, The Partnership may conduct post-application investigation prior to awarding grants including the following:

- Request and review further information on respondent's financial situation;
- Interview references from respondent's current or past funders;
- Assess the risk posed by any recent, current or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition or other event that might affect an organization's ability to operate the requested program; and
- Review respondent's performance on any previous and/or existing contracts associated with The Partnership or its antecedent organizations, the Chicago Department of Family and Support Services, the Chicago Department of Community Development, the Mayor's Office of Workforce Development, Cook County Works, the President's Office of Employment and Training, the Chicago Workforce Investment Council and the Workforce Board of Northern Cook County.

Entities that fail to meet the evaluation criteria specified herein, or proposals that do not meet the service needs will not receive further consideration for funding. Failure to meet evaluation criteria can include, but is not limited to, non-responsive language in the submission, failure to clearly address all areas in the as required, and lack of required documentation.

B. Criteria

All proposals will be scored according to the criteria outlined below. The top scoring respondents may be interviewed by the panel. Because the final selection will be based on a combination of scores and/or interviews, The Partnership is not required to contract with the entity receiving the highest raw average scored.

Organizational Capacity and Experience (20 points) This includes the Respondent's past experience in implementing projects of similar size and scope. The experience of key personnel and management staff and the overall history, stability and capacity of the organization is also included in this section.

Project Scope and Implementation (30 points) This includes the quality and depth of the Respondent's plan to provide the elements identified in the scope of services and the likelihood of achieving the deliverables as specified in this RFP.

Budget and Overall Cost Effectiveness (25 points) The extent to which the proposed budget will efficiently and realistically finance the services outlined in the RFP. This includes the accuracy of the budget; its applicability to the tasks, timeline and deliverables; and the overall cost effectiveness of the proposed services.

Financial Management Capacity (20 points) The extent to which the respondent has the resources and expertise to manage, track and report on the disbursement of federally funded training dollars on a cost-reimbursable basis, as evidence by, the Financial Management Capacity section of the proposal narrative and in the financial statements (both audited and unaudited) provided.

MBE/WBE/BEPD (5 points) Up to five additional points will be awarded to minority- or women-owned businesses (MBE/WBE) or Business Enterprises Owned or Operated by People with Disabilities (BEPD). Nonprofit agencies and institutions of higher learning will earn points in this category if a majority of their board members and/or senior staff are women or minorities. Identified subcontractors who fit these criteria will entitle the respondent to the additional points.

SECTION IX. PROPOSAL SUBMISSION PROCESS

A. Proposal Deadline

THE DUE DATE FOR SUBMISSION OF PROPOSALS, IN RESPONSE TO THIS REQUEST FOR PROPOSALS IS **WEDNESDAY, MAY 1, 2013 AT 4:00 P.M. (CST)**. Proposals received after the due date and time may be deemed NON-Responsive and therefore, subject to rejection.

B. Submittal Procedure

All proposals must be submitted in both electronic and paper form, according to the following specifications. Paper versions must adhere to the following requirements:

- **ONE ORIGINAL AND THREE COPIES** will be submitted for each proposal.
- One complete proposal containing original signatures in blue ink signed by the President, CEO or equivalent of the organization and marked "Original."
- A maximum of 20 pages excluding the Executive Summary and Appendices
- 8 1/2 x 11 letter size paper
- Single-sided printing
- One inch margins
- Double-spaced
- 12-point font
- Bind on the left side with a 2 hole punch and a sliding clasp.
- Proposals must also be submitted on a USB flash drive or CD with Executive Summary and narrative saved as an adobe pdf, or MS Word file with the fiscal and budget documents saved as an MS Excel file. The outside of each envelope or package should be labeled according to which RFP the respondent is submitting a proposal for using the following guide:

- Proposal for Training Assessment Review Agency
- Date of Submission:
- Name of Respondent:
- Package ____ of ____

Delivered to:

Illona Sheffey-Rawlings, CAO/General Counsel
c/o The Chicago Cook Workforce Partnership
69 W. Washington, Suite 2860
Chicago, IL 60602

Completed RFP responses must be submitted by May 1, 2013 at 4:00 p.m. (CST). Proposals received after this date and time are late and will not be accepted.

C. Schedule

Activity	Date
RFP Release	April 4, 2013
Pre-Submittal Conference	April 10, 2013 at 10:00 am (CST)
RFP Submittal Deadline	May 1, 2013 4:00 pm (CST)
Oral Presentations	May 20- June 1, 2013 (if necessary)
Award Announcement	Week of June 17, 2013
Contract Begins	July 1, 2013

D. Notice of Award

All respondents will be notified by mail as to their award status. Unsuccessful respondents who wish to obtain information on the evaluation of their proposal should submit a written request to this effect to The Partnership’s Chief Administrative Officer/General Counsel. Unsuccessful respondents are encouraged to re-apply in subsequent funding cycles.

E. Disclaimers

The issuance of this RFP does not obligate The Partnership to award a contract or to pay any costs incurred in the preparation of a proposal. The Partnership reserves the right to accept or reject any or all proposals received in response to this RFP. The Partnership can cancel or rescind this RFP, in part or in whole, if deemed necessary.

All contract awards by The Partnership, pursuant to this RFP, are contingent upon the availability of funds. Respondents are liable for any and all costs incurred prior to final authorization by the WIB and the execution of a contract with The Partnership.

The Partnership also reserves the right to:

- Rescind an award and/or reallocate the funding to another applicant should the successful respondent fail to execute its grant agreement in a timely fashion;
- Increase funding levels for any or all respondents selected pursuant to this RFP, if additional funds become available;
- Change and amend as necessary its policies or procedures governing the delivery or scope of services described herein;
- Perform an assessment of the risk that any recent, current, or potential litigation, court action, investigation, audit, bankruptcy, receivership, financial insolvency, merger, acquisition, or other event might have on an organization’s ability to operate a proposed program.

SECTION X. PROPOSAL SUBMISSION AND REQUIRED RESPONSES

A. Agency Cover Sheet

Respondents must complete The Partnership's Cover Sheet (Attachment A).

B. Executive Summary

The Executive Summary (2 pages only) must be submitted on the organization's letterhead and must provide:

- An overview of the organization's qualifications, including the number of years it has successfully provided services.
- A concise description of qualifications
- The amount of funding requested.

C. Proposal Narrative

The proposal narrative must provide specific detailed responses to the items listed below in a maximum of **20 pages** (not including any attachments).

1. Organizational Capacity and Experience (20 points)

- a. Entity Experience:** Provide a description of the entity's experience and success providing services of similar size and scope. Describe the entity's experience with implementing and administering programs with federal funds. Explain the entity's technological capabilities for delivering a secured web-based ITA application system.
- b. Staff Experience:** Describe the organization's executive management structure, and provide brief bios for the organization's senior leadership and individual who will manage and oversee the project. Attach resumes for key personnel to be used on the project, including names, titles, job descriptions.

2. Project Scope and Implementation (30 points)

- a. Training Service Request and Issuance:** Describe your plan to accept, receive, approve and issue vouchers for training in a timely fashion. Identify technological capabilities, and staffing plan to meet demands. Be specific about any information system or tools used. Explain your reporting and tracking capabilities and how confidential information will be secured.
- b. Reimbursement and Payment of Training Services:** Describe your plan to approve and process payment to vendors in a timely fashion. Explain your reporting and tracking capabilities and plan for managing cash flow.
- c. Overall Management of Funds:** Describe your organization's overall plan to manage and account for the flow of training funds by WIA title. Include the specific plans for tracking obligations that straddle over multiple program years and processes for tracking and recording refunds.

- d. Technical Assistance:** Describe your plan for providing technical assistance and responding to questions in a timely manner. Explain the tools and materials you will use to train delegate agencies and training providers on how to use The TARA.
- e. Customer Service and Continuous Quality Improvement:** Describe your overall approach to ensuring customer services and your plans to solicit feedback for continuous improvement in the services delivered by the TARA.
- f. Training Service Data Collections and Analysis:** Describe your organization's reporting and analysis capabilities and explain your plan to report out on the data collected by the TARA.
- g. File Maintenance and Communication:** Describe your organizations ability to store and maintain secure records and files associated with the TARA. Also discussed your plans for maintaining on going communications with The Partnership.
- h. Project Implementation Plan and Timeline:** Provide a chart detailing key activities and corresponding timeline for implementing the TARA. The timeline should assume a start date of July 1, 2013.

3. Financial Management and Capacity (20 points)

- a.** Describe the respondent's fiscal capacity, including a description of any other grants over \$500,000 and includes the organization's total annual budget.
- b.** Describe the software used to record, track and maintain training vouchers. Explain the security features and methods to back up data.
- c.** Identify the key fiscal personnel overseeing the TARA and describe their experience.
- d.** Describe the respondents accounting procedures. Does the organization do its own accounting? If no, indicate name, address, contact person and phone number of accounting firm. If yes, describe the respondent's accounting/financial procedures, type of accounting software used and system of oversight.
- e.** How often are bank reconciliations prepared?
- f.** Describe the organization's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time?
- g.** Describe how the organization will ensure that costs charged to the program are being tracked and recorded properly. How will you ensure that the costs are reasonable, allocable, allowable, and necessary?
- h.** Please give name, address and contact person of auditing firm. How long has the agency used this auditing firm?
- i.** For audits, indicate what action has been taken in regard to the following:
 - Auditor's opinions or recommendations regarding internal controls.
 - Cost disallowances and any other "qualitative" changes the organization has undertaken in response to audits.
- j.** Has the organization ever been declared seriously deficient in the operation of a grant? If so, please describe the circumstances.

4. MBE/WBE/BEPD (5 points)

Please explain if the respondent is itself or is currently sub-contracting with a minority-owned, women-owned, or person with disability-owned business enterprise.

D. Budget and Overall Cost Effectiveness (25 points):

Respondents must submit a detailed line item budget and budget narrative that assumes the ITA volume described in Section IV of this RFP. In addition, Respondents are encouraged to review the insurance requirements that will be expected of the TARA identified in Section XIV of the RFP and budget accordingly.

- 1) **Budget Narrative:** Provide an overall budget narrative, that summarizes each line item and explains how the costs are reasonable, necessary and allocable to the project.
- 2) **Budget:** The Budget contains the following items: budget narrative, budget summary, personnel budget, non-personnel summary budget. Respondents must use The Partnership's budget forms (Attachment B) and instructions (Attachment C).
- 3) **Profit:** Profit is allowable for the TARA but must adhere to The Partnership's Cost plus Fixed Fee policy which is posted on the website at www.workforceboard.org. A maximum of 7% of direct costs is available for profit based on achievement of negotiated benchmarks with The Partnership. Note that the 7% does not apply to the pass through funds to the training vendors.
- 4) **Pricing:** In your budget narrative, or in the proposal, please identify how the price for implementing The TARA may increase or decrease with changes in volume.

E. Agency Declaration Form

Respondents must complete an Agency Declaration Form (Attachment D) for each agency that is proposing to perform work under this RFP.

F. Appendices

Please also provide the following documents as appendices.

- Most recent audit.
- Unaudited financial statements for the current fiscal year.
- If your agency was subject to OMB A133 audit in the past three years, submit a copy of the most recent A133 audit report.
- Two references, preferably from projects of similar scope and magnitude as described in this RFP. Include the organization name; contact name, address, phone number and email address; brief description of work performed; project start and end dates; initial and final (or current, if project is in process) contract amount.
- List of current Board Member names, mailing addresses (other than responding agency's address), occupation/affiliation, e-mail address and phone numbers.
- If applicable, submit a current letter from the IRS verifying the organization is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, IRS Department of the Treasury, (877) 829-5500.

- Certificate of Good Standing:

Entities that are incorporated as a not-for-profit under the General Not For Profit Corporation Act of 1986 (805 ILCS 105/101.01 et seq.) are required to submit a certificate of good standing from the Illinois Secretary of State's Office, Department of Business Services, (217) 782-7880 or (217) 782-6961 (TDD: (800) 252-2904).

Entities that are organized as a Charitable/Not-For-Profit entity, which includes any person, individual, group of individuals, association, not-for-profit corporation, or other legal entity under the Charitable Trust Act (760 ILCS 55/1 et seq.) are required to submit a letter of good standing from the Charitable Trust Bureau, Office of the Illinois Attorney General, 100 W. Randolph St, 11th floor, Chicago, IL 60601, (312)814-2595 (TTY: (312) 814-3374).

Entities that are neither of the above, but are exempt from paying sales/use tax under the Use Tax Act (35 ILCS 105/1 et seq.) are required to submit a copy of the tax exemption certificate issued by the Illinois Department of Revenue, Central Registration, PO Box 19030, Springfield, IL 62794-9030, (217) 785-3707 (TDD: (800) 544-5304).

SECTION XI. PROTEST PROCEDURES TO RESOLVE PROCUREMENT DISPUTES

All protests to resolve disputes concerning this RFP shall be submitted in writing, must specify in detail the grounds of the protest, the facts and evidence in support thereof, and the remedy sought. The written protest must be delivered to The Partnership (c/o Illona Sheffey-Rawlings, General Counsel) within the time limits provided below. In the absence of a timely and properly submitted written protest, no party responding to this RFP shall be eligible for any remedy. Any applicant desiring to protest a determination concerning this RFP must file a protest, in writing, with The Workforce Investment Board no later than five (5) calendar days following release of the staff recommendation. The Workforce Investment Board shall resolve any protest based upon the written protest and any oral and written response thereto provided by The Partnership staff before, or in conjunction with, the Board's consideration of the application and the staff recommendation. Resolution of the protest shall be deemed final.

SECTION XII. LIMITATIONS

The Partnership shall not pay for any costs incurred by the applicant agencies in the completion of this RFP. Submission of an RFP does not, in any way, obligate The Partnership to award a contract. The Partnership reserves the right to accept or reject any applications, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of The Partnership to do so. The Partnership may require successful applicants to participate in contract negotiations prior to contract finalization. The Partnership shall reserve the right to terminate, with or without cause, any contract entered into as a result of this RFP process.

SECTION XIII. MODIFICATION OF CONTRACTS

Any contract awarded pursuant to this RFP may be unilaterally modified by The Partnership upon written notice to the contractor under the following circumstances:

- a. Contractor fails to meet performance and service expectations set forth in the contract,
or
- b. The federal or state government increases, reduces or withdraws funds allocated to The Partnership, which impact services solicited under this RFP, or
- c. There is a change in federal or state legislation and/or their regulations, local laws, or applicable policies and procedures.

SECTION XIV. INSURANCE BOND REQUIREMENTS

The Selected Respondent must be able to comply with the insurance bond requirements detailed below at the time of contract execution. No insurance information is required with your proposal.

Prior to the commencement of any activities hereunder and throughout the term of the Agreement, Respondent shall procure and maintain such insurance policies or performance or fiduciary bonds, to insure against losses which may occur in connection with the scope and deliverables conducted hereunder, in such form, amounts and kinds as may be required by The Partnership's Contracts Unit. Except as agreed upon in writing by The Partnership's Contracts Unit, all policies shall name The Partnership as an additional insured. Respondent shall deliver certificates of insurance to The Partnership. Respondent shall require all insurers to provide The Partnership with notice prior to cancellation or termination of any of the insurance required in this Section.

Respondent must provide and maintain at Respondent's own expense, during the term of the Grant and any time period following expiration if Respondent is required to return and perform any of the work, Services or Additional Services under this Grant, the insurance, the insurance coverage and requirements specified below, insuring all operations related to the Grant.

1) Workers Compensation and Employers Liability

Workers Compensation Insurance, as prescribed by applicable law covering all employees who are to provide work under this Grant and Employers Liability coverage with limits of not less than \$100,000 each accident, illness or disease.

2) Commercial General Liability (Primary and Umbrella)

Commercial General Liability Insurance or equivalent with limits of not less than \$1,000,000 per occurrence for bodily injury, personal injury, and property damage liability. Coverage must include the following: All premises and operations, products/completed operations, operations (for a minimum of two (2) years following project completion), explosion, collapse, underground, separation of insureds, defense, and contractual liability (with no limitation endorsement). The Chicago Cook Workforce Partnership is to be named as an

additional insured on a primary, non-contributory basis for any liability arising directly or indirectly from the work or Services.

3) Automobile Liability (Primary and Umbrella)

When any motor vehicles (owned, non-owned and hired) are used in connection with work to be performed, the Respondent must provide Automobile Liability Insurance with limits of not less than \$1,000,000 per occurrence for bodily injury and property damage. The Chicago Cook Workforce Partnership is to be named as an additional insured on a primary, non-contributory basis.

4) Professional Liability

When any professional Respondents perform Services in connection with this Grant, Professional Liability Insurance covering acts, errors, or omissions must be maintained with limits of not less than \$500,000. Coverage must include contractual liability. When policies are renewed or replaced, the policy retroactive date must coincide with, or precede, start of work or Services on the Grant. A claim-made policy which is not renewed or replaced must have an extended reporting period of two (2) years.

5) Property

The Respondent is responsible for all loss or damage to The Chicago Cook Workforce Partnership property at full replacement cost. The Respondent is responsible for all lost or damage to personal property (including materials, equipment, tools and supplies) owned, rented or used by Respondent.

The Respondent must furnish The Chicago Cook Workforce Partnership original Certificates of Insurance, or such similar evidence, to be in force on the date of this Grant, and Renewal Certificates of Insurance, or such similar evidence, if coverage has an expiration or renewal date occurring during the term of the Grant. The Respondent must submit evidence of insurance prior to execution of Grant. The receipt of any certificate does not constitute agreement by The Chicago Cook Workforce Partnership that the insurance requirements in the Grant have been fully met or that the insurance policies indicated on the certificate are in compliance with all Grant requirements. The failure of The Chicago Cook Workforce Partnership to obtain certificates or other insurance evidence from Respondent is not a waiver by The Chicago Cook Workforce Partnership of any requirements for the Respondent to obtain and maintain the specified coverage. Respondent must advise all insurers of the Grant provisions regarding insurance. Non-conforming insurance does not relieve Respondent of the obligation to provide insurance as in this Grant. Non-fulfillment of the insurance conditions may constitute a violation of the Grant, and The Chicago Cook Workforce Partnership retains the right to suspend this Grant until proper evidence of insurance is provided, or the Grant may be terminated.

The insurance must provide for 60 days prior written notice to be given to The Chicago Cook Workforce Partnership in the event coverage is substantially changed, canceled, or non-renewed.

Any deductibles or self-insured retentions on referenced insurance coverage must be borne by Respondent.

Respondent hereby waives and agrees to require their insurers to waive their rights of subrogation against The Chicago Cook Workforce Partnership, its employees, elected officials, agents, or representatives.

The coverage and limits furnished by Respondent in no way limit the Respondent's liability and responsibilities specified with the Grant or by law.

Any insurance or self-insurance programs maintained by The Chicago Cook Workforce Partnership do not contribute with insurance provided by the Respondent under the Grant.

The required insurance to be carried is not limited by any limitations expressed in the indemnification language in this Grant or any limitation placed on the indemnity in this Grant given as a matter of law.

If Respondent is a joint venture or limited liability company, the insurance policies must name the joint venture or limited liability company as a named insured.

Respondent must require all Sub-Respondents to provide the insurance required in this Grant, or Respondent may provide the coverage for Sub-Respondents. All Sub-Respondents are subject to the same insurance requirements of Respondent unless otherwise specified in this Grant.

If Respondent or Sub-Respondent desires additional coverage, the party desiring the additional coverage is responsible for the acquisition and cost.

The Chicago Cook Workforce Partnership maintains the rights to modify, delete, alter or change these requirements

**Chicago Cook Workforce Partnership- Agency Cover Sheet
Training Assessment & Review Agency (TARA) Applicants**

Legal Name Of Applicant Agency		
Number of Years In Business		
FEIN Number		
DUNS Number		
Type of Organization	<input type="checkbox"/> Minority Business Enterprise <input type="checkbox"/> Private for Profit <input type="checkbox"/> Female Business Enterprise <input type="checkbox"/> Private Not-for-Profit <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> Educational Institution <input type="checkbox"/> Person with a Disability Owned	
Address – Administrative Office	Address	
	City, State ZIP	
	Web Site URL	
Address of Service Location – This is the location where the services described in this application will be provided.	Address	
	City, State ZIP	
Principal of Agency –CEO/Executive Director/President	Name	
	Title	
	Email Address	
	Phone	
Programmatic Contact Person	Name	
	Title	
	Email Address	
	Phone	
Fiscal Contact Person	Name	
	Title	
	Email Address	
	Phone	

Funding Level Requested	\$
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CHICAGO
COOK
WORKFORCE
PARTNERSHIP

CHICAGO COOK WORKFORCE PARTNERSHIP
BUDGET SUMMARY
Training Assessment Review Agency
WIA 2013 PROGRAM

A. Sub Contractor: _____

B. Contract Period: _____

I. Budget Summary for WIA 2013

(1) Item of Expenditure	(2) TOTAL
Wages and Salaries	0
Benefits	0
Operating and Technical	0
Professional and Technical services	0
Materials and Supplies	0
Equipment	0
Indirect Costs	0
Profit	0
Job Fair	0
Other (specify)	0
Direct Training Costs	
Occ. Classroom Training-ITA Tuition & Supp.	0
On-the-Job Training OJT	0
Direct Training sub-total	0
GRAND TOTAL	0
% Training Cost to Total Budget	#DIV/0!

C: Applicant Authorization

D: Chicago Cook Workforce Partnership Authorization

FOR The Partnership Use Only

Signature of Organization Official

Date:

Signature of Department Official

Date

Name (Type or print)

Name (Type or print)

Title (Type or print)

Title (Type or print)



CHICAGO
COOK
WORKFORCE
PARTNERSHIP

CHICAGO COOK WORKFORCE PARTNERSHIP
WIA 2013 PROGRAM
Training Assessment Review Agency
PERSONNEL BUDGET

A. Sub-Contractor: _____ 0 _____ B. Contract Period: _____ 0 _____

E. Personnel Salary Budget Allocation for WIA 2013

(1) Position/Title	(2) Employee Name	(3) No.	(4) Rate (\$)	(5) % of Time Spent on Program	(6) Total Program Costs	(7) Brief Summary of Job Responsibilities (If not enough room include separate sheet).
(8) Totals					-	


CHICAGO COOK WORKFORCE PARTNERSHIP
Training Assessment Review Agency
NON-PERSONNEL BUDGET

A. Sub-contractor: _____ 0 _____

B. Contract Period: _____ 0 _____

(1)	(2)	(3)
Item of Expenditure	Total Program Cost	Line Item Description & Justification (Please show justification for Total Cost, If not enough room include separate sheet).
Operating/Technical (Please complete Schedule A first and provide total)	0	
Professional and Technical Services (Please complete Schedule A first and provide total)	0	
Materials and Supplies	0	
Equipment	0	
Indirect costs / Allocable costs (if provider has approved indirect allocation plan)	0	
Profit (if approved in contract)	0	
Job Fair	0	
Other (please specify))	0	
Direct Training Costs		
Occupational Classroom Training ITAs - includes Books materials and related items	0	
On-the Job Training (OJT)	0	
Total Training Costs	0	
(4) Total All Costs	0	

SCHEDULE A

CHICAGO COOK WORKFORCE PARTNERSHIP
Training Assessment Review Agency
WORKSHEET ITEMS FOR OPERATING AND TECHNICAL & PROFESSIONAL SERVICES

A. Sub-contractor: _____ 0

B. Contract Period: _____ 0

OPERATING AND TECHNICAL COST CATEGORIES	TOTAL AMOUNT	JUSTIFICATION
Insurance		
Business Owners		
Directors & Officers		
Errors & Omissions		
Insurance-multi-peril		
Professional		
Unemployment		
Travel		
Local Travel		
Out of Town Travel		
Rent		
Equipment Rental		
Occupancy - Rent		
Occupancy -Tenant Service		
Rent - Other Facility		
Operation & Maintenance		
Advertising/Marketing		
Conference Calls		
Telephone/ CELL PHONES		
Delivery & Postage		

SCHEDULE A

CHICAGO COOK WORKFORCE PARTNERSHIP
Training Assessment Review Agency
WORKSHEET ITEMS FOR OPERATING AND TECHNICAL & PROFESSIONAL SERVICES

A. Sub-contractor:

0

B. Contract Period:

0

Duplication & Printing		
Maintenance - Computer & Equipment		
Maintenance - Facility/Office		
Maintenance- Other		
Meeting Expenses		
Miscellaneous Expenses		
Subscription/Membership Dues		
Utilities		
TOTAL OF OPERATING AND TECHNICAL	0	

PROFESSIONAL AND TECHNICAL

Contractual Services		
Accounting		
Auditing		
Payroll Processing Fees		
Professional Services		
TOTAL PROFESSIONAL AND TECHNICAL	0	

CHICAGO COOK WORKFORCE PARTNERSHIP

WORKFORCE INVESTMENT ACT

Training Assessment Review Agency

BUDGET SUMMARY INSTRUCTIONS

The purpose of this form is: 1) To summarize, by line item of expenditure, the total budget to be funded with Workforce Investment Act (WIA) funds; and 2) To specify the total costs charged to the WIA program.

Note: The electronic version of the budget forms should automatically transfer the personnel and fringe benefits amounts from the linked Form 2 and non-personnel amounts for the individual line items from the linked Form 3.

Please show the expenses to be paid with WIA funds. Numbers should be rounded to the nearest dollar.

- I. Budget Summary for WIA 2013 - Columns (1): **Item of expenditure** -The required information has already been provided in these two columns. Budgets are limited to the accounts listed on the Budget Summary.

Wages and salaries - salaries, overtime, salary adjustments and bonuses.

Fringe Benefits - term life insurance, worker's compensation, health insurance, unemployment insurance, dental plan, medicare, pension (401K) etc.

Operating/Technical Costs – the proposed costs of each of the following items as applicable: accounting, auditing, legal, publications, rental of property, rental of equipment/services, repair/maintenance of property, repair/maintenance of equipment, utilities, telephone, local transportation, postage, advertising, meeting costs, reproduction, dues, memberships, messenger service. (Please complete Schedule A and provide a detail of costs).

Professional and Technical Services - consultants/subcontractors. (Please complete Schedule A and provide a detail of costs).

Materials and Supplies - stationery and office supplies, tools, materials and supplies, books and related material.

Equipment Costs – office equipment and furnishings, telephone networks, information technology equipment, reproduction and printing equipment, and motor vehicles.

OMB Circular A-122 Revised defines Equipment as an article of non-expandable tangible personal property having a useful life of more than one (1) year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the organization for financial statement purposes or \$5,000.

Equipment purchases with a cost per single item of \$1,000 or more or an aggregate amount \$5,000 (for example 6 computers at \$900 each) or greater requires prior approval.

Other (Please specify) - expenses that do not fit in the other account categories.

Indirect Costs – Those costs that have been incurred for common or joint objectives and cannot be readily identified as to the charge or benefit to this contract.

Profit – This cost will be negotiated with the Program Unit of the Partnership.

Job Fair – Estimated Costs to sponsor Job Fair activities and related costs to produce the event.

Other (Please specify) - Miscellaneous costs associated with the program.

Occupational Classroom Training ITAs – Proposed training costs include books, materials and related items.

On-the-Job Training – Payments made to public, not-for-profit, and private sector employers for training costs authorized pursuant to an OJT contract.

If you are unsure how to categorize a specific cost, please call The Partnership at 312-603-0226.

The OMB Circular A-122 “Cost Principles for Nonprofit Organizations” establishes federal cost principles of grants, contracts and other agreements with nonprofit organizations and 48 CFR Part 31.2 sets forth the federal cost principles for for-profit organizations.

Column (2): Total Program Costs - Derive the amount of the total budget for the program.

WIA % of Training Cost – Percentage of training costs to total budget costs.

BUDGET PERSONNEL- Form 2

The purpose of this form is to estimate the total personnel costs incurred in operating its WIA 2013 project, and to provide a brief summary of job responsibilities for each budgeted position. If the entire personnel budget won't fit on one form, please complete additional forms, 2A, 2B & 2C, if necessary.

Column (1): Position/Title - List all positions separately.

Column (2): Employee Name – Provide employee names.

Columns (3) and (4): Months and Rate - For each position listed in Column (1) indicate the number of months to be funded and the corresponding salary rates (expressed monthly). If there are different rates for the same position, list each position and rate separately.

Column (5): % of Time Spent on Program - Often an employee spends only a fraction of his or her time on the WIA-funded project because they are engaged in other work duties. Please indicate for each employee to be funded in Program Year 2013 the percentage (%) of time that will be spent on this project. If the employee is part-time, please show the percentage (%) of the hours worked on this project out of the total hours worked. Note that the proposed percentage should be supported by your Agency's Cost Allocation Plan (CAP).

Column (6): Total Program Costs – Automatically calculated.

Column (7): Brief Summary of Job Responsibilities - Describe briefly the duties and responsibilities associated with each position listed in Column (1).

Line (8): Positions/Salaries Subtotals – Automatically calculated.

F. Fringe Benefits and Total Personnel Costs: Both the federal and state governments require employers to pay various employee taxes and contributions. These taxes and contributions, along with certain fringe benefits are WIA eligible expenses. The share of fringe benefit costs to be borne by WIA must be reasonably proportional to the share of the salary costs borne by WIA. Please estimate these various costs on the form where indicated. You must have written organizational policies to support these costs.

Line (9): F.I.C.A. and Medicare - Federal Insurance Contribution Act tax otherwise known as the Social Security Tax and Medicare.

Line (9a): The Social Security Tax is computed every payroll period as 6.2% of total payroll, up to \$180,600 per employee (2013).

Line (9b): The Medicare Tax is computed every payroll period as 1.45% of total payroll per employee per year.

For further information regarding the F.I.C.A-tax., contact the Internal Revenue Service at 800-829-1040 or refer to Publication 15 - Circular E. Calculate the WIA share of the total F.I.C.A. costs for the annual value of the contract in columns (5) and (6) respectively.

Line (10): State Unemployment Insurance - It is likely that your organization is liable for Unemployment Insurance. For further information contact the Illinois Department of Employment Security hotline at (312) 793-1905. In Columns (5) and (6) show respectively the share of this total to be borne by WIA and the total State Unemployment Insurance Cost.

Line (11): State Worker's Compensation Insurance - This insurance is computed at a rate determined by the employer's type of business or organization. How often an employer must pay worker's compensation is based on the size of its insurance premium. All applicants are encouraged to call the National Council of Compensation Insurance (NCCI) at 800-622-4123 for technical assistance in this matter. In Columns (5) and (6) show respectively the share of this total to be borne by WIA and the total State Worker's Compensation Insurance cost.

Lines (12-13): Other - Please list any other employer expenses or benefits the agency will offer its employees. Most non-profit agencies do not have to pay the Federal Unemployment Tax, which is computed every payroll period as .008 of total payroll up to \$7,000 per employee per year. This rate is subject to change and will be determined by the Internal Revenue Service. Check with the IRS at (800) 829-1040 to determine if your agency is exempt. An agency should also check with CCWP to determine whether additional benefit(s) it wishes to offer are WIA eligible expenses. In Columns (6) and (7) show the total costs and the WIA share for each benefit listed.

Line (14): Total Fringe Benefits – Automatically calculated.

Line (15): Total Personnel Costs – Automatically calculated.

Non-Personnel Budget - Form 3

The purpose of this form is to estimate and justify the non-personnel line item amounts shown on the Budget Summary (Form 1). **Please read descriptions of Items of Expenditure on Page 1 of Budget Summary Instructions.** If the entire non-personnel budget won't fit on one form, please complete additional forms as necessary.

Column (1): Item of Expenditure - The non-personnel descriptions specified on the Budget Summary (Form 1) which are applicable to this project.

Column (2): Total Program Costs- Indicate the total amount of funds budgeted for each line item of expenditure specified in Column (1).

Column (3): Brief Line Item Description and Justification - Each amount of budgeted funds listed in Column (3) must be justified. Include a brief description of the expenditures included in each line item. **Please complete Schedule A for your operating, technical and professional service costs.** Calculations including quantities and unit costs should be fully outlined in your justification. Since the space on the form may not be sufficient for your justification, provide a budget narrative on a separate sheet.

Note:

Insurance - The Partnership has established minimum insurance requirements for applicants awarded federal or state funds. If all insurance requirements have not been met, the Partnership will withhold reimbursement from an applicant until such requirements are met. The types of insurance required include worker's compensation; general liability; a fidelity bond (if applicable); automobile liability; and professional liability. The Partnership reserves the right to require additional types of insurance, if deemed necessary.

Local Transportation - The automobile allowance for sub-grantee staff follows the IRS guidelines, currently at **55.5** cents per mile (2013).



CHICAGO COOK
WORKFORCE
PARTNERSHIP

AGENCY DECLARATION

I understand and acknowledge the requirements for funding as stated in the RFP. I further understand that this RFP does not commit Chicago Cook Workforce Partnership (The Partnership) to award or pay any costs incurred in the preparation of a proposal.

I also understand that The Partnership is in no way bound to fund this proposal in whole or in part. I understand that The Partnership is not bound to accept the costs proposed nor the minimum level of funding requested, and that both of these may be negotiated at lower rate if appropriate. If The Partnership awards funds pursuant to this RFP, I also understand that The Partnership may unilaterally de-obligate funds due to underutilization or non-performance.

The attached proposal is being submitted with my permission as the:

Title: _____

Name of Organization: _____

Signature: _____

Date: _____

PUBLIC NOTICE

Attention: Governmental, not-for-profit, local agency, educational institution or for-profit entities, minority owned, women-owned, disadvantaged businesses and all other interested parties.

**The Chicago Cook Workforce Partnership
Workforce Investment Act of 1998 (WIA)
Training Assessment and Review Agency (TARA) Request for Proposal**

The Chicago Cook Workforce Partnership (The Partnership), as Grant Recipient and Administrative Entity for Local Workforce Area #7 (Cook County including the City of Chicago), is facilitating a Request for Proposal to recruit qualified vendors to submit proposals to effectively and efficiently function as the Training Assessment and Review Agency (TARA). The funding period is July 1, 2013-June 30, 2014. The Partnership reserves the right to grant up to three (3) one-year renewals based on achievement of deliverables and contract performance.

The TARA will serve as the single point of contact for Delegate Agencies, Certified Training Providers and the Partnership and will be responsible for processing all customer Individual Training Account (ITA) applications.

Responses are due Wednesday, May 1, 2013-4:00 p.m. (CST). The application can be obtained on The Partnership website: www.workforceboard.org. A Pre-Submittal conference will be held on:

Wednesday, April 10, 2013
10:00 A.M. to 12:00 Noon (CTS)
Richard J. Daley Center
50 West Washington
Room CL 115 (Conference Level in the Pedway)
Chicago, IL 60602

Send all questions to tararfp@workforceboard.org. Responses to questions from respondents will be posted at www.workforceboard.org by April 22, 2013.