CHICAGO COOK WORKFORCE PARTNERSHIP

LOCAL WORKFORCE INVESTMENT AREA #7

REQUEST FOR PROPOSALS FOR

YOUTH AFFILIATES

CHICAGO COOK WORKFORCE PARTNERSHIP

FUNDING PERIOD: JANUARY 1, 2013 – JUNE 30, 2013

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

RESPONSES DUE:
WEDNESDAY, OCTOBER 24TH, 2012 – 12:00 P.M. (CST)

Pre-Submittal Conference: Wednesday, October 10th, 2012 – 1:00 P.M. – 3:00 P.M. (CST)
Triton College
2000 Fifth Avenue
River Grove, IL 60171
Robert Collins Center Auditorium (R Building)
**** Attendance is not mandatory, but is highly encouraged ****

Deadline for submission of written questions: Monday, October 15th, 2012 – 3:00 P.M. (CST)
Send all questions to: youthRFP@workforceboard.org
Responses to questions from respondents will be posted at:
www.workforceboard.org
By Thursday, October 18th, 2012 @ 5:00 P.M. (CST)

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

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.

Basic Skills Deficient – The individual computes or solves problems, reads, writes, or speaks English at or below the eighth grade level or is unable to speak English at a level necessary to function on the job, in the individual's family, or in society.

Basic Skills Goal – Only applies to Out-of-School Youth who have been deemed basic skills deficient. To meet the goal, at post-test, there must be an educational gain of one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

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, which are 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)).

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.

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)).

Diploma – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

Economically Disadvantaged: Individuals who do not have an income that exceeds the federal Lower Living Standard Income Level/Poverty Standards and are not eligible to receive public assistance and may include those 18-21 years of age, or individuals who do not have an income that exceeds WIB determination of a self-sufficient wage, which is 200% of the federal Lower Living Standard Income Level/ Poverty Standards.

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).

Illinois JobLink: Illinois JobLink is a website developed and maintained by the Illinois Department of Employment Security (IDES). Illinois JobLink is a resource that provides links and tools that the regional business community can use to access tax credit and labor market information, as well as post position vacancies and access a database of resumes. All Partnership WIA funded delegate agencies will be required to integrate Illinois JobLink into their delivery of WIA funded services. This integration ensures that all case management, resource room, business services and supervisory staff are trained to utilize Illinois JobLink. All Partnership WIA delegate agencies will be required to participate in any other Illinois JobLink tasks and/or activities requested by IDES.

Illinois workNet™: IllinoisworkNet.com is a free resource that provides career, education and work support information for all Illinois residents and businesses. IllinoisworkNet.com connects individuals looking for employment with employers looking for workers through the convenience of a user-friendly website and onsite locations throughout the state. The program aims to cultivate a well-trained workforce by providing valuable resources for the state's workforce, creating a solid foundation for a thriving 21st century economy.

Job Retention: The period an individual remains in an unsubsidized job following placement. The period of required retention is determined in accordance with WIA, or as dictated by the funder as appropriate to the individual.

Job Search Assistance: Job search skills training, including job club, which provides the customer with the instruction and necessary skills to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills. Job search assistance must be offered to all customers.

Job Development: The planned and organized effort by WIA representatives to encourage employers or business organizations to make jobs available for WIA customers.

One-Stop Partner: An entity described in sections 121(b)(1) and (2) that is participating, with the approval of the local board and chief elected official, in the operation of a one-stop delivery system (WIA Section 101(30)).

Out-of-School Youth – An eligible youth who is a school dropout, or who has received a secondary school diploma or its equivalent but is basic skills deficient, unemployed, or underemployed (WIA section 101(33)). For reporting purposes, this term includes all youth except: (i) those who are attending any school and have not received a secondary school diploma or its recognized equivalent, or (ii) those who are attending post-secondary school and are not basic skills deficient.

Post-Secondary Education – A program at an accredited degree-granting institution that leads to an academic degree (e.g., A.A., A.S., B.A., B.S.). Programs offered by degree-granting institutions that do not lead to an academic degree (e.g., certificate programs) do not count as a placement in post-secondary education, but may count as a placement in "advanced training/occupational skills training."

Post-test – A test administered to a participant at regular intervals during the program.

Pre-test – A test used to assess a participant's basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

Qualified Apprenticeship - A program approved and recorded by the ETA Bureau of Apprenticeship and Training or by a recognized state apprenticeship agency or council. Approval is by certified registration or other appropriate written credential.

Registration (Youth): (a) Registration is the process for collecting information to support a determination of eligibility. This information may be collected through methods that include electronic data transfer, personal interview, or an individual's application. (b) Youth who receive services funded under Title I other than self-service or informational activities must be registered and determined eligible. (c) Equal Opportunity data must be collected on every individual who is interested in being considered for WIA Title I financially assisted aid, benefits, services, or training by a recipient, and who has signified that interest by submitting personal information in response to a request from the recipient. (20 CFR 663.105)

Supportive Services: Services such as transportation, childcare, dependent care, housing, and needs-related payments that are necessary to enable an individual to participate in activities authorized under WIA (WIA Section 101(46)).

Workforce Center Operator: The Partnership will select 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 will be 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).

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

SECTION II. INTRODUCTION

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.

Chicago Cook Workforce Partnership (The Partnership)

The Chicago Cook Workforce Partnership ("The Partnership") is 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 six 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*** provide services to assist youth ages 16-21 in achieving academic and employment success.
- ***Business Intermediary*** is 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 employer's needs.
- ***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.

These six groups of organizations work together to provide the most effective possible service to our 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.

In addition, WIA organizations are expected to work closely with the following WIA partners (as mandated by law) to ensure the highest quality of service:

- Adult Education and Literacy
- Youth Education and Literacy
- Perkins Post-Secondary Vocational Education
- Senior Community Service Employment Program
- Trade Adjustment Assistance Act
- Unemployment Insurance
- Veterans Employment
- Vocational Rehabilitation
- Wagner Peyser
- Job Corps
- TANF Employment and Training Programs
- Food Stamp Employment and Training Programs

The Partnership's Mission and Goals

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.

Goals: The Partnership is particularly interested in delegate agencies contracted to deliver WIA services that will achieve the following goals:

- *Increase Skill and Educational Attainment for Customers to Find and Retain Employment*. In today's challenging economic climate, it is critical that our community members have the skills they need to compete in the workforce; that they can find and keep jobs; and that local businesses can access the skilled labor they need. The Secretary of Labor has issued a High Priority Performance Goal to increase credential attainment by participants of the public workforce system. Regardless of where they are starting, there needs to be a path to credentials for all residents. The public workforce system should help individuals achieve long-term self-sufficiency through career pathway models that articulate the connections between education and employment.

- *Support Economic Growth.* The public workforce system provides resources to help businesses grow. The main avenue for accomplishing this growth is assisting businesses in accessing the skilled labor they need. The Partnership identifies growing industries and addresses the local workforce's skills gaps to meet the needs of employers in those industries. The public workforce system helps businesses to find the skilled labor they need and to create opportunities for achieving economic self-sufficiency for employees.

SECTION III. PURPOSE OF SOLICITATION

The purpose of the program is to provide services which will assist participants in achieving academic and employment success. These services shall include, but are not limited to, activities such as: tutoring, alternative school programs, summer employment opportunities, paid and unpaid work experience, leadership development, supportive services, mentoring, guidance counseling and follow-up services. Occupational skill training, when appropriate, is encouraged and may be provided through several allowable occupational program formats. Individual Training Accounts (ITAs), apprenticeships, customized and On-the-Job Training programs may also be utilized as appropriate for Out-of-School Youth

This RFP describes the specific WIA services The Partnership seeks and sets forth application requirements for eligible Affiliate Agencies. The Partnership will evaluate all timely submitted proposals and competitively award contracts to Affiliate Agencies whose submissions are most responsive to the need for services described herein. The Partnership will issue contracts for youth services to be provided during the period of January 1, 2013 through June 30, 2013, with an option to renew for 12 months, through June 2014. The Partnership reserves the right to renew grant agreements for up to three additional one-year periods based on the delegate agency's achievement of benchmarks, funding availability, the renewal's conformity with The Partnership's vision for the Chicago Cook Workforce System and the terms of any WIA reauthorization.

SECTION IV. GENERAL INFORMATION

A. Authority

The Chicago Cook Workforce Partnership issues this Request for Proposal (RFP) to solicit submittals from organizations interested in providing services to Youth under the Workforce Investment Act (WIA) of 1998. WIA provides Federal funds for services aimed at increasing employment, job retention and earnings, as well as increasing the occupational skill levels of program participants. 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 a 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.

The Partnership seeks qualified organizations to provide WIA services to eligible youth ages 16-21. Under WIA, Youth are separated into two categories; In & Out-of-School Youth. Out-of-School Youth are defined as low-income individuals between the ages of 16 and 21 who are not attending school and are either high school graduates or dropouts who may face barriers to employment. In-School Youth are defined as youth who are enrolled in traditional school, charter school or alternative school settings and are low-income individuals between the ages of 16 -21. Potential respondents include units of government, community based organizations, not-for-profit organizations and for-profit entities with experience working with youth with these characteristics.

B. 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 as well.

Respondents must be eligible to do business with the City of Chicago and Cook County. Further, to receive consideration, a respondent must have a direct service location within Cook County or identify a location in their proposal that is secured for occupancy as of the grant agreement start date if the respondent is selected and awarded a grant. Respondents must indicate the full address for their Board members, administrative offices, as well as for each proposed service location in their response.

Respondents may submit proposals in which subcontractors are identified to provide program components. Respondents may also identify organizations offering collaboration to enhance the project design. Such subcontracting relationships or collaborations that enhance the capacity to provide services across the County, throughout various neighborhoods and to any target populations, are encouraged. However, any collaboration of two or more entities should clearly provide the following information in the narrative portions of the proposal:

- Identify the lead agency for the collaborative partnership
- State the roles and responsibilities of each collaborator
- Include an organizational chart for each organization and for the collaborative
- Describe how funds will flow within the collaborative
- Identify the qualified fiscal agent for the collaborative 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 or State department/agency; 2) have existing grants with any State or County 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.

C. Targeted Populations

Funds awarded through this RFP will be directed towards WIA Eligible Youth ages 16-21 seeking workforce services. Of the Youth who meet the eligibility requirements; individuals who reflect the demographics of the region; school drop-outs, basic skills deficient, pregnant, parent, disabled, homeless, runaways, and ex-offenders will be targeted. Additionally, at least 30% of the funds available will go toward serving the Out-of-School Youth population. Eligibility criteria for youth can be found in Section 101 of the WIA, Sections 664.200, 664.300 of 20 CFR Part 664.

D. Available Funding and Performance Period

The Partnership will award WIA funds to one or more entities that demonstrate an ability to effectively deliver and manage services 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 or demonstrate a partnership with other entities that together will deliver the full scope of services contemplated by this RFP.

The Partnership anticipates funding grant agreements effective January 1, 2013 through June 30, 2013, with an option to renew for 12 months, through June 30, 2014. The Partnership reserves the right to renew grant agreements for up to three additional one-year periods based on the delegate agency's achievement of benchmarks, funding availability, the renewal's conformity with The Partnership's vision for the Chicago Cook Workforce System and the terms of any WIA reauthorization.

The Partnership anticipates awarding up to approximately $5.86 million in WIA Youth Formula funding for Services from January 1, 2013 through June 30, 2013.

Funding Stream	Estimated Available Funds for 6 months
Youth	$5,864,478.00

SECTION V. PROGRAM REQUIREMENTS

A. Required Services

All services to Youth must be designed and operated in accordance with requirements of the Workforce Investment Act (WIA) (P.L.105-220) and the WIA regulations (20 CFR-Part 660-667). Respondents are obligated to review these requirements and to structure proposals accordingly. The Workforce Investment Act law and regulations can be accessed through the United States Department of Labor–Employment and Training Administration at www.doleta.gov. OMB Circulars impose additional requirements relevant to the administration of WIA service programs. Respondents must identify the specific OMB Circulars applicable to them and structure and administer programs accordingly. OMB Circulars can be accessed at www.whitehouse.gov/omb/circulars.

Proposed services for Youth must also comply with all State policies by the Illinois Department of Commerce and Economic Opportunity (DCEO) accessed at www.illinoisbiz.biz/DCEO/Bureaus/Workforce_Development.

The Workforce Investment Act (WIA) requires that youth programs in local workforce investment areas include the following elements which are specified in 20 CFR 664:

- Provide an objective assessment of each youth participant which includes a review of the individual's academic and occupational skill levels and service needs;
- Develop an individual service strategy for each individual, including identification of an age- appropriate career goal. This service strategy must incorporate the results of the previously completed objective assessment process;
- Provide preparation for post-secondary educational opportunities and employment; Provide linkages between academic and occupational learning; and
- Provide strong linkages to the local job market and employers.

In addition, programs in local workforce investment areas must also make the following ten services elements available to youth participants:

1. Tutoring, study skills training, and instruction leading to secondary school completion;
2. Alternative secondary schools;
3. Summer employment opportunities which are directly linked to academic and occupational learning;
4. Paid and unpaid work experiences including internships and job shadowing;
5. Occupational skill training;
6. Leadership development opportunities;
7. Supportive services which allow program participation;
8. Adult mentoring which may occur both during and after program participation for a period of at least 12 months;
9. Follow-up services; and,
10. Comprehensive guidance and counseling. This includes drug and alcohol abuse counseling as well as referrals to counseling if appropriate for the participant.

Selected Youth Affiliates must determine which of these services is appropriate for each participant based upon the results of his or her objective assessment and individual service strategy. While every youth does not have to be provided each of these program elements, each contractor must ensure that the components are available if an individual needs them.

B. WIA Eligibility

WIA program participants must meet the following general eligibility criteria:

1. Demonstrate proof of citizenship or ability to work in the United States;
2. Compliance with Selective Service requirement (where applicable).
3. Age 16-21 at enrollment

Additionally, all youth participants must also be one or more of: the following

1. WIA Income Eligible
2. Cash Welfare Recipient
3. Homeless
4. Foster Child
5. Food Stamp Recipient
6. Family of 1 due to a disability

Have at least one (or more) of the following barriers to employment:

- Deficient in basic literacy skills (literacy and/or numeracy)
- School Drop Out
- Homeless
- Runaway
- A foster child
- Pregnant
- A parent
- Offender

- An individual who requires additional assistance to complete an educational program, or to secure or hold employment

Please refer to our Youth Eligibility Policy on our website, www.workforceboard.org, for further details.

For WIA purposes, an individual with a disability will have low income status determination calculated based upon his/her income only rather than family income.

For all youth, education status must be verified with school records, letters, or acceptable attestation methods/documentation. Additionally, participants must reside in Cook County, and meet income eligibility guidelines of WIA, pursuant to State Policy 00-12-CH-2. Delegate Agencies are responsible for:

- Recruitment of the youth participants;
- Participant eligibility determination and documentation in accordance with WIA guidelines; and
- Maintenance of paper and electronic records of services rendered at every level of engagement from application, enrollment, program services, and follow-up, to exit.

Delegate Agencies are required to maintain all documentation received in support of eligibility. Failure to properly maintain records may result in the suspension or termination of grant funding.

C. Services to be Provided to Youth Customers

The section below outlines eligibility criteria for youth customers under WIA and the types of services that every contractor must be able to offer either directly or through a linkage agreement to those youth who need them.

WIA Registration

The Contractor must collect the necessary documentation to determine WIA eligibility.

Target Populations

Eligible WIA-program participants are low-income youth ages 16 to 21 who face at least one of the barriers to employment. These youth must require additional assistance to complete an educational program or to find and retain employment. Youth Affiliates must identify which population(s) of In-School or Out-of-School they are proposing to serve. A list of employment barriers include youth who:

- lack basic skills (reading below grade level 8.9)
- dropped out of school
- are pregnant/parenting teens
- are homeless
- are gang affiliated
- are runaways
- are in foster care

- have a disability
- are involved with the juvenile justice system (those on probation or parole);
- are living in Temporary Assistance to Needy Families (TANF) households
- have limited English speaking ability.

Youth Affiliates will focus on activities that will reach those who are most in need and who can benefit from WIA services. Agencies should coordinate with WIA mandated partners, the business community, community based organizations, educational programs and governmental agencies to enhance the efficiency and effectiveness of outreach and recruitment activities.

Suitability/Initial Assessment

The initial assessment will be used to determine whether WIA is the most appropriate service and whether it is suitable for the interested youth. In some instances, WIA services may not be compatible with an applicant's needs or goals. The initial assessment is designed to capture general information that would indicate such a mismatch. The initial assessment must ascertain an applicant's skill levels, aptitudes, abilities, and supportive needs, as well as their interests, goals and aspirations. The assessment should be conducted in an interview setting and include the use of objective criteria that will yield an impartial determination. If a participant is deemed inappropriate for workforce development services, he/she must be referred to the appropriate entity for assistance.

Intake

Intake consists of verifying and documenting WIA eligibility and completing the eligibility forms for each youth participant, as well as any intake activity deemed appropriate by the contractor. The contractor will complete eligibility on each participant in accordance with the rules and regulations for eligibility as outlined in the Workforce Investment Act of 1998 Rules and Regulations. The Partnership will provide training and/or technical assistance on State and local policies, eligibility determination, completion of required forms, and performance measures.

Objective Assessment

Following the decision to enroll a youth into the WIA Program, the participant should be provided with an objective assessment. The objective assessment conducts a more thorough examination of the participant's academic levels, skill levels and their service needs as compared to the initial assessment. Specifically, the objective assessment can examine a participant's:

- Basic skills
- Occupational skills
- Prior work experience
- Employability
- Interests
- Aptitudes (including interests and aptitudes for nontraditional jobs)
- Supportive services
- Developmental needs

While the objective assessment is WIA specific, it is expected that ongoing, general assessment of a participant's needs and progress will continue for the duration of his/her participation in the program.

Individual Service Strategy (ISS)

Based on the results of the objective assessment, a formal Individual Service Training/Needs Strategy will be mutually developed between the case manager and the participant. The ISS should be updated as training, needs and/or goals are met. The ISS Plan for each participant should:

- Identify the employment goals and develop a detailed course of action that the participant should take, including appropriate non-traditional employment, appropriate achievement objectives and/or appropriate support services
- Prepare young people for post-secondary educational opportunities
- Provide strong linkages between academic and occupational learning
- Provide preparation for unsubsidized employment opportunities
- Provide effective connections to the job market and local businesses
- Provide connections with other WIA service youth providers and community youth programs i.e., recreational activities, community service, cultural, career/job fairs and other activities

The agency will note whether the goals/objectives have changed or have been accomplished and identify participant's progress and document it in detail on their ISS.

Case Management

Case management services may be provided by several WIA system partners including several youth contractors and/or core and intensive affiliate adult contractors, workforce centers, and/or any other combinations for any given customer. However, the registering contractor maintains primary responsibility for case management, job placement, job retention and follow-up services. It is the responsibility of the registering contractor to coordinate the participation of other agencies, document the services received by the customer and ensure the customer receives coordinated and comprehensive services.

Case management is the process in which counselors or case managers perform ongoing counseling, career development, intervention and tracking of youth. Youth Affiliates should provide continuous case management services to registered customers. The Chicago Cook Workforce Partnership has established minimum skills and duties for case management within the region's WIA system as noted below:

- The development of an ISS should be in cooperation with the participant
- Ongoing regular contact with the customer on all aspects of their workforce development needs which must be documented in the Illinois Workforce Development System (IWDS). A printed and signed copy of the IWDS application signature page must be in each participant case file
- Active participation must be documented and supported with appropriate open WIA services

- Case notes should occur approximately every thirty days through direct contact relating to the participant's goals and services provided
- Comprehensive knowledge, utilization, and interpretation by members of the service provider's staff of assessment tools such as the ABLE, TABE, CASAS, Myers-Briggs, Career Interests Inventory, Illinois workNet™ and all other acceptable tools issued by the Department of Commerce and Economic Opportunity (DCEO) listed in the IWDS system
- When applicable, coordination of services for each participant with partners, including referrals to other workforce development system partners or other youth service providers and mentoring and counseling programs. The coordination of service delivery by all providers involved shall be documented in the participant's case file.
- Provision of educational, job development, job placement and job retention services
- Utilization of the technological aspects of the workforce development system in order to track services utilized by the participant including, at a minimum: Illinois Workforce Development System (IWDS) and Illinois workNet™.
- Utilization of the technological aspects of the workforce development system to provide the participant with information on growth industries in the Cook County area and training provider performance.
- Follow-up services must be given for one year after exit.

Referrals

Referrals should be made to other WIA grant recipients within the WIA network or other qualified agencies such as mandated WIA partners, other WIA providers, and other after-school, mentoring and counseling programs throughout the county. In the event a referral is made, a formal letter of referral should be completed by the referring agency prior to each referral with a hard copy placed in the file. Affiliate agencies will follow-up on all referrals to keep abreast of the participant's progress. Progress will be documented in the IWDS case notes. Confidentiality must be maintained between the agencies involved in the referral with regard to participant information provided during a referral. Copies of all documentation resulting from the referral should be collected and maintained as part of the participant's file, noted in the case notes and should be available for review by Partnership staff upon request.

Payroll

The delegate agency will be solely responsible for administering payroll services for program participants. Therefore, if respondents plan to provide paid internships, work experiences, or other compensated activities, these costs should be included as part of their budgets and cost proposals. Please note, The Partnership will not provide any additional funding to service providers to cover costs related to payroll. All participants enrolled in wage paid activities must be paid wages, which shall not be less than the highest of the minimum wage under the Fair Labor Standard Act.

Training Services

Youth who have been determined suitable for training, may access training with an Individual Training Account (ITA). This enables them to choose among certified training providers. Training services are purchased from certified training providers selected from the locally approved list in consultation with the case manager.

Training Services are purchased from eligible training providers in consultation with the case manager. Payment for this training will be made through a third party entity under a separate work agreement with The Partnership and cannot be part of any respondent's proposed budget.

Exiting Participants and Follow-up Services

Once a participant is no longer active in the program, they must be exited from the program. It should be noted that an exit can be either scheduled, meaning the participant reaches an outcome identified in his ISS, or unscheduled, meaning the participant decides not to continue with services. However, it is important to note that all exits, whether scheduled or unscheduled, are recorded as outcomes and will affect program performance.

Agency’s must consistently communicate with, and monitor the progress of, participants throughout their enrollment in the program. In addition, follow-up activities should be delivered to exited participants for a minimum of twelve months following his/her exit from WIA. Agency’s should provide an array of services that ensures participants’ academic and educational progress, job retention and career progress for those placed into unsubsidized employment or in education.

Follow-up services, which should be provided after the participant’s work/school hours as needed, include on an as needed basis:

- Maintaining regular contact with the participant, his/her employer, teacher, parole officer or other appropriate entities
- Working with the participant to identify emerging problems
- Helping participant gain job-coping skills
- Intervening early to prevent dropout or job loss
- Providing support, counseling and advice
- Providing access to supportive and transitional services
- Arranging access to post-employment training
- Counseling participants about the reasons for his/her job loss (as appropriate)
- Utilizing the menu of youth and Supportive Services (as appropriate) to address reasons for job loss and implement appropriate solutions to secure re-employment
- Referring participants to Training Services if determined to be appropriate and necessary after a job loss
- Providing additional job search and job placement assistance in re-placing the individual in unsubsidized employment

The contractor is responsible for providing follow-up services to any carry-over WIA participants (WIA participants served in previous program year) registered by that contractor and/or may be asked to assume the responsibility for providing follow-up services to participants whose association with WIA was through another agency no longer contracted to provide WIA services.

The Partnership requires their agencies to develop and maintain participant files for both youth job seekers and businesses (e.g. the documentation of services provided, referrals made, job placements and job retention achieved).

D. WIA Performance Requirements

WIA establishes a comprehensive performance accountability system in order to optimize the return on investment of federal funds and to assess the effectiveness of local areas in achieving continuous improvement of workforce investment activities funded under Title 1B. The accountability requirements for WIA programs, including core measures and numerical goals for each measure are listed below. WIA has established core indicators of performance for Youth programs and respondents will be required to collect data pertaining to those indicators.

It is important to note that once an individual is registered into WIA, the customer will also be counted in the federal WIA performance measures. Affiliates will be required to meet performance measures based on the rates The Partnership negotiates with DCEO each year. The new measures for PY 2012 are not finalized at the time of this writing. However, The Partnership anticipates the following measures ranges will qualify as "meeting" the measure related to Youth:

Performance Measure	**Estimated PY 2012 Goal**	**Meeting Range:**
Placement in Employment or Education	**60%**	**59%-48%**
Attainment of a Degree or Certificate	**55%**	**55%-44%**
Literacy and Numeracy Gains	**50%**	**50%-40%**

E. Deliverables

All Youth Affiliates are required to provide the following deliverables:

- ***Monthly and Quarterly Reports:*** Routine monthly and quarterly written reports shall be due by the tenth (10^{th}) calendar day of the month following the month or period being reported on.
- ***Invoices:*** Monthly invoices are due to The Partnership's fiscal unit by the tenth (10^{th}) calendar day of every month for expenses incurred in the preceding month.
- Other requirements may be incorporated into the grant agreement.

F. File Retention and Ownership

Selected respondents will be responsible for retaining program files and records, including customer files and records, in compliance with Federal and State WIA requirements, and the Workforce Investment Board's record retention policies. The Partnership retains ownership of all files and records related to the services provided pursuant to this RFP.

G. Record Keeping

Agencies must maintain accurate case files for every WIA-registered customer. Case files must contain a variety of documentation including, but not limited to: program eligibility/determination of need; assessment data; Individual Service Strategy (ISS); regular updates (minimally every 30 days); progress reports, time and attendance (training services); and case notes.

H. Oversight, Evaluation and Planning

The Partnership will monitor and evaluate the Youth Affiliate to determine: if employer and job seeker customers are receiving the most comprehensive, streamlined set of services, ensure program compliance and evaluate the quality and effectiveness of the service strategies. External monitoring and evaluation may also be conducted periodically by the U.S. Department of Labor, Illinois Department of Commerce and Economic Opportunity and any other agencies that provide funds that are used by The Partnership to contract for services in the area's workforce system.

I. Business Services

Business Services are a key component of WIA service delivery—they are critical to the alignment of training to current and prospective career opportunities and to the needs of local industry and businesses. Respondents must work with all WIA funded Delegate Agencies and mandated partners to effectively meet the needs of area employers. The Youth Affiliates will work together 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. Successful respondents will be required to work effectively with The Partnership's Business Relations and Economic Development Unit in its implementation of a comprehensive system-wide approach to job placement and retention.

J. Collaboration

Respondents must draw upon the resources of other agencies and partners to comprehensively serve customers. This requires referring job seekers to other WIA providers if necessary and sharing programmatic best practices for both job seekers and business services.

K. Accessibility

The Partnership is committed to equal access for all customers to all services. Business Intermediaries are expected to demonstrate full compliance with the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and all other equal opportunity laws. This involves ensuring that staff receives accessibility training, and may involve developing accessibility plans. All respondents must ensure all written materials and communications include the statement: ***"Reasonable accommodations and auxiliary equipment and services are available upon request."***

L. Information Dissemination

Respondents will be required to allow The Partnership to access the center location and to obtain, publish, disseminate or distribute any and all information obtained from the program without restriction and without payment or compensation by The Partnership. The Partnership retains ownership of all materials related to this award.

M. Costs

Successful respondents must identify an average unit cost-per-customer with an explanation to justify this unit cost and identify the staff to customer ratio. If the entity is a for-profit entity, respondents must also identify the profit percentage built into the proposed budget and describe the risk and other factors taken into consideration to arrive at this percentage. **NOTE**: The

Partnership will separately negotiate the percentage of profit with each successful for-profit respondent. (See the policy on Fixed Fee plus Cost, located at www.workforceboard.org)

N. De-Obligation of Funds

Respondents awarded funding will be subject to performance measures. Failure to meet performance measures identified in the grant agreement, and/or repeated non-compliance with local, State or Federal guidelines may also result in the de-obligation of funding, suspension of payments and or the termination of the grant agreement.

O. Customer Tracking

Successful respondents will be required to submit customer tracking information and data and follow procedures as identified by The Partnership. Customer tracking details must include the number and type of customer served per month. Monthly performance reports must detail information such as the number of: individuals placed into employment; individuals trained; and individuals placed into employment in a training-related field. Respondents must also gauge and track customer satisfaction through monthly surveys.

P. Freedom of Information Act / Confidential Information

Funded proposals are subject to public disclosure, in response to requests received under provisions of the Freedom of Information Act (5 ILCS 140/1 *et seq*.) Information that could reasonably be considered proprietary, privileged, or confidential commercial or financial information should be identified as such in the proposal. The Partnership will maintain the confidentiality of that information only to the extent permitted by law. If the respondent has a special need to maintain the confidentiality of proprietary or privileged information, a supplemental letter of explanation must be attached to the proposal and all allegedly proprietary or privileged information should be identified as such.

Q. Insurance

Prior to a Contract being executed, the following insurance requirements must be met:
The Contractor should be self-insured and shall maintain the following minimum insurance coverages and limits of liability at all times during the term of the Contract:

- **Workers' Compensation –** Workers' Compensation and Employers' liability as required by Illinois law.
- **Commercial General Liability -** Coverage at a minimum shall be $1,000,000 per occurrence and $2,000,000 in the aggregate for bodily injury and property damage liability.
- **Business Automotive Liability -** Including coverage for all owned, hired and non-owned vehicles. Coverage shall at a minimum be $1,000,000 combined single limit, bodily injury & property damage.
- **Fidelity Bond Insurance –** The Contractor shall provide bonding for every Officer, Director, agent or employee who handles funds (cash, checks or other instruments of payments for program costs) under this Contract. The amount of coverage shall be the higher of the highest reimbursement or cash draw down planned during the term of this Contract or $100,000. The contractor shall be responsible for the payment of unemployment insurance, premiums for worker's compensation, other insurance premiums, and statutorily required taxes and benefits.

R. Suspension - If The Partnership determines that the Contractor fails to comply with the provisions and/or the terms of the contract, the Contractor will be placed on a "Suspension" status. No payments will be processed or paid until said Suspension is lifted.

SECTION VI. PROPOSAL REVIEW PROCESS

A. Period of Solicitation

This RFP will be released on October 3, 2012. The deadline to submit a response to the RFP is October 24, 2012 no later than **NOON** (12:00 p.m. CST).

B. Submittal Procedure

To be considered for funding, applicants must submit one (1) paper original and four (4) legible paper copies of the completed response to this RFP. All proposals must be submitted in **both electronic and paper form**, according to the following rules.

- **ONE ORIGINAL AND FOUR 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
- Each section of the proposal bound separately i.e. appendices bound separately from narrative.
- Bind on the left side with a 2 hole punch and a sliding clasp.
- Proposals must be submitted on a USB flash drive or CD with Executive Summary and question responses saved as a 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 the RFP to which respondent is responding using the following guide:
    - Proposal for WIA Youth Affiliates
    - 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 Wednesday, October 24, 2012 at **NOON** (12:00 p.m. CST). **Proposals received after this date and time are late and will not be accepted**.

C. Information Sessions

The Partnership will hold an Information Session for all prospective respondents to the Youth Affiliate 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. Other than during the Information Session, staff members are unable to provide technical assistance during the application process. The Partnership staff will only respond to questions received in writing prior to or during the Information Session.

The Information Session will be held:

October 10, 2012 at 1:00 pm at
Triton College
Robert Collins Center Auditorium (R Building)
2000 Fifth Avenue
River Grove, IL 60171

Responses to all questions received by The Partnership prior to October 15, 2012 will be posted on its website at www.workforceboard.org by close of business October 18, 2012.

D. Schedule

Activity	Date
RFP Release	**October 3, 2012**
Pre-submittal conference	**October 10, 2012 at 1:00 p.m.**
RFP Submittal Deadline	**October 24, 2012 at NOON (12:00 p.m. CST)**
Award Announcements	**Week of December 10, 2012**
Contract begins	**January 1, 2013**

E. Proposal Evaluation

Applications will be evaluated by a team of reviewers, which may include Board members and staff. Applicants may be contacted, in writing, to answer questions or provide clarification to the evaluation team. An entity's failure to submit a complete proposal or to respond in whole or in part to RFP requirements may cause The Partnership to deem the proposal unresponsive and thus ineligible for review.

Fiscal Review

The Partnership will also conduct a fiscal review on qualified proposals. Selected Partnership staff will review proposal budgets, agency audits, leveraged funds and responses to questions related to fiscal operations. The Partnership reserves the right to review and request further information on the respondent's financial situation, if not sufficiently outlined in the submitted audit(s). The Partnership reserves the right to 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.

Past Performance Review

Through this process, The Partnership will review a respondent's performance on any previous and/or existing Partnership grant agreement(s) as well as legacy LWIA contracts. Achievement of grant agreement goals such as WIA number of enrollments, job placements and retention of enrollees along with compliance with programmatic and fiscal guidelines and timelines will be evaluated.

The review panel will perform an in-depth evaluation of all responsive proposals based upon the criteria herein. 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.

Based upon its review, the panel will present its findings to The Partnership which must make final funding recommendations to the Workforce Investment Board.

After analyzing all of the above data, including the geographic disbursement of the programs to ensure community access for Cook County residents as well as coverage of special populations, The Partnership will select respondents for recommendation to the Chicago Cook Workforce Investment Board for approval. Once approved by the WIB, The Partnership may award grant agreements to successful respondents. Selections will not be final until The Partnership and respondent have fully negotiated and executed a contract.

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 project narrative as required, lack of required documentation, and proposing programs, which do not address the specific needs of the population(s) being targeted.

F. 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.

G. 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 delegate agencies selected pursuant to this RFP, if additional funds become available, based on delegate agency performance, effectiveness and other details;
- 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 VII. ORGANIZATION OF THE PROPOSAL

A. Submission Format

All proposals must be organized and assembled as described in this Section. The brackets below indicate the documents that are to be bound together for review. Each proposal should be submitted in accordance with the Application Checklist as indicated on our website at: www.workforceboard.org Copies of all required forms as identified in the descriptions below are included as Appendices to this RFP.

1

1. Agency Information Form
2. Executive Summary (specific to this Youth Affiliate Application)
3. Youth Affiliate Application Narrative (specific to this Youth Affiliate Application)

2

4. 1Y In-School Budget (If requesting 1Y In-School Funding under this application)
5. 1Y In-School Budget Narrative (If requesting 1Y In-School Funding under this application)
6. 1Y Out-of-School Budget (If requesting 1Y Out-of-School Funding under this application)
7. 1Y Out-of-School Budget Narrative (If requesting 1Y Out-of-School Funding under this application)

3

8. Organizational Chart
9. Memorandum of Understanding (MOU) with partners
10. Draft Subcontract (if applying with subcontractors)
11. Job Titles and Descriptions
12. Resumes Organized by Job Title
13. List of employees proposed for the WIA project and their length of time employed by the respondent
14. List of Board Members (including their addresses)
15. Map of Service Location
16. Letters of Support
17. Agency Declaration

B. Executive Summary

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

1. An overview of the organization's qualifications, including the number of years it has successfully provided services, types of customers and communities served under WIA or other employment training programs;
2. A concise description of the proposed program, including number of customers to be served (explain how this number was determined), existing partnerships and, if applicable, the occupations in which training is planned or has been previously conducted; and,
3. The amount of WIA funding requested.

C. Proposal Narrative

The proposal narrative must provide specific detailed responses and data for the past three years (January 1, 2009 - June 30, 2012) for the items listed below:

1. Experience (25 points)

a. Entity Experience

Provide a concise description of the entity's experience and success providing services under WIA or other similar programs, including identifying the number of years the entity has been providing these services. Describe any special qualifications or expertise that may distinguish the entity's programs and services from other delegate agencies.

b. Staff Experience

Identify proposed staff and specify the educational levels for each individual. Describe internal staff development and training efforts. Attach resumes for proposed staff to be used on the project, including names, titles, job descriptions and whether the position is full or part-time. If you anticipate the creation of additional positions in response to this RFP, please provide detailed job descriptions including qualifications sought and hiring criteria. Documentation of specific qualifications or credentials for specialty staff positions should also be included in your submission.

2. Program Description (25 points)

Youth Services

a. Is your organization proposing to serve In-School Youth, Out-of-School Youth, or both?
b. Describe the respondent's plan for providing the following services. Include a visual of the respondent's **flow chart** for customers' movement through services. Elements to consider in preparing an answer include:
    - Orientation to WIA services;
    - Initial assessment of customer needs;
    - Referrals to other social services;
    - Capacity
    - Processes and systems for eligibility and suitability determination.
    - Case management processes, tools and organization, and caseload;

- Assessment of jobseeker's basic skills, abilities, employability and needs;
- Ensuring job readiness;
- Development of a career and/or education plan for youth;
- Ensuring a proper match between jobs "developed" and the interests and skills of actual jobseekers; and
- Ensuring goals of career or education plan are achieved.

c. Describe the respondent's plan for coordinating Training Services. Elements to consider in preparing an answer include:
   - Processes and tools for determining suitability for training;
   - Linking customers to employment opportunities related to the training provided.

d. How will respondent serve those customers deemed not suitable for WIA services? What other services are located onsite? What referral relationships do you have? How will respondent re-engage customers who have dropped out of the program prior to completion?

e. Describe methods for maintaining contact with customers during the follow-up period and strategies to help customers stay employed or pursuing education.

f. All WIA grant recipients are expected to provide services to people with disabilities. Provide a description of your experience with, and capacity in, serving this target population. Also describe linkages with organizations and resources you would access in providing services to people with disabilities.

g. Describe how the respondent will incorporate the chosen program model described in the related RFP. Describe the staff and partnership resources for the program and how the program model currently relates to normal services provided to youth. Explain how the proposed program model will successfully implement the grant objectives.

h. Provide process and outcome objectives and deliverables for the program. Objectives are measurable statements that demonstrate what will be achieved. WIA's performance measures are placement in employment or education rate (PEER), attainment of a degree or certificate rate (ADC) and literacy and numeracy gains rate (LNG).

i. Describe respondent's vision of a youth employment assistance program for its area and explain how respondent will engage and maintain the involvement of the stakeholders to support that vision. Specifically address how respondent will successfully engage other community-based agencies, governmental entities, the education community and private sector businesses to effect positive change. (Please attach a list of established relationships that would be used for job placement, post-secondary education and attainment of a degree or certificate for eligible WIA Youth.)

j. What strategies will the respondent use to recruit youth to enroll in the proposed WIA program and maintain an active caseload? How will the respondent register new youth when participants have been exited out of the program or have not returned for services?

Business Services

The questions in this section seek to understand the respondent's experience working with businesses and the respondent's specific strategies and plans for ensuring that businesses see the respondent and the WIA system as a valuable resource—becoming and remaining engaged in the system.

a. Describe respondent's existing relationships with businesses including estimated number of active business relationships and the industries of the businesses.
b. Discuss respondent's strategic approach to pursuing new business relationships and securing job orders. Be sure to discuss the following:
   - Any targeting strategies based on industries, geographies or other factors;
   - Methods for identifying individual companies and contacts within those companies;
   - Methods for outreach to identified target companies/contacts;
   - Strategies for building business relationships;
   - Electronic system(s) respondent uses or plans to use for tracking business relationships and monitoring the frequency and nature of contact with the business; and
   - Other strategies and methods used to locate or "develop" employment opportunities for jobseekers.
c. List and describe the services and resources respondent intends to provide to business customers. Explain the benefits and the challenges respondent has experienced and/or expects to experience in providing these services. Highlight any aspects of these services or resources respondent believes to be innovative.

3. Past Performance and Project Support/Partnerships (25 points)

The Partnership reserves the right to consider any and all data of previous performance on workforce development programs. The Partnership also requests the following information from respondent:

a. Provide an overview of respondent's experience in managing government-funded workforce development programs or grants or other related activities. Include, as relevant, the following:

- The number and length of such programs and grants and the extent of services provided under each;
- Experience providing workforce development or other services specifically within the context of the geographic area of the location for which the respondent is applying;
- Instances, projects or relationships in which respondent has led or worked closely with one or more Chicago Cook Workforce System members, WIA system partners or other workforce development entities on workforce development projects, programs or initiatives.

b. Identify employer supporters of the project and describe their interest in or link to the program. Provide written letters of support from employers that identify contributions of additional "in-kind" resources, or employer participation in training, commitment to hiring participants. (Attach letters of support of this nature only). Discuss the partnerships that your organization has with other agencies, which focus on providing services to adult and dislocated workers, and how these services will be coordinated through your program. (Attach copies of executed Memoranda of Understanding or letters indicating an intent to partner).

4. Financial Structure and Cost Effectiveness (25 points)
Describe the basis on which the requested amount was calculated. Identify an average unit cost per participant and provide an explanation to justify this unit cost. Identify the staff to participant ratio. If the entity is for-profit, identify the profit percentage built into the proposed budget, and describe the risk and other factors taken into consideration to arrive at this percentage. NOTE: The Partnership will separately negotiate the percentage of profit with each for-profit entity whose proposal is selected.

a. Describe the respondent's fiscal capacity, including a description of any other grants over $100,000 and includes the organization's total annual budget.

b. 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.

c. How often are bank reconciliations prepared?

d. Describe the organization's payroll system including internal controls for accuracy and validity. What is the method for documenting employee time?

e. Describe how the organization will ensure that costs charged to the program are reasonable, allocable, allowable, and necessary?

f. Please give name, address and contact person of auditing firm. How long has the agency used this auditing firm?

g. Attach a copy of the organization's most recent audited financial statements, management letter, and federal and state tax returns. For organizations whose total public contributions in a single year are below the State of Illinois threshold for an audit (see below), please provide the organization's most recent 2-year comparative financial statements (e.g., statements of financial position, statements of activities, statements of cash flows, and statements of functional expenses – if applicable).

   Note: Per (225 ILCS 460/4), the audit threshold for charitable organizations whose fund-raising functions are carried on solely by staff and volunteers is **$300,000**. The audit threshold is **$25,000** for charitable organizations who use the services of a paid professional fundraiser.

h. 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.

i. Has the organization ever been declared seriously deficient in the operation of a grant? If so, please describe the circumstances.

j. Describe leveraged funds that respondent or collaborators will bring to this project. This can include cash contributions, staff effort, space, fee-for-service or other revenue generation and in-kind contributions. In answering, list each source of leveraged resources and the function of each leveraged resource, for example to spread operating costs or to broaden the scope of services. Note that budgets must back up this information with a breakdown of the funding from each source as it is utilized in the program. **No proposal will be accepted whose budget does not clearly and specifically identify the leveraged funds.**

k. Describe respondent's resource development experience and capacity to access various sources of funding in order to operate high-quality programs.

D. Budget Instructions

The Budget contains the following items: budget narrative, budget summary, personnel budget, non-personnel summary budget, non-WIA matching contribution which should be indicated on the other column of the first budget page. Respondents are encouraged to complete the forms electronically and print them for inclusion in their submission. *The budget forms are included as an excel spreadsheet file as part of the complete application packet.*

WIA allows for-profit respondents to include fixed fees (aka profit) in the budget. Private for-profit organizations should indicate anticipated program fixed fees over program costs in the space provided on Budget Form 3. Fixed Fees will be negotiated as a separate element of cost during the grant agreement negotiations. In negotiating fixed fee, the following factors will be considered: (1) the complexity of the work involved; (2) risk borne by the grant recipient; (3) the grant recipient's investment; (4) the amount of subcontracting; (5) the quality of its past performance; and (6) the industry profit rates in the surrounding geographical area for similar work. Further, the fixed fee amount may not exceed 7% of the total other cost categories (less pass through). For more information see Chicago Cook Workforce Partnership Policy Letter, "Cost Plus Fixed Fee".

Please note, the policy on profit, stated profit levels, and procedures for determining and paying profit are all subject to change in keeping with Federal or State or Local regulations, or Chicago Cook Workforce Investment Board policy.

Please complete a separate set of budget forms for each applicable funding stream: WIA Youth.

The following forms are required as part of this proposal submission:

a. Budget Summary Forms and Instructions
The Budget Forms are included as a separate set of attachments.

b. Fiscal Questionnaire – Self-explanatory

c. Stand-In Contributions Worksheet
This form shows source(s) and amount(s) of any cash contribution or match for the proposed project that may be used to off-set disallowed costs.

E. Certificate of Good Standing

All respondents **MUST** provide the following information: 1) A completed IRS W-9 Request for Taxpayer Identification Number & Certification. This form can be emailed upon request or downloaded at www.irs.gov ; and 2) A copy of the most recent financial audit completed by a certified public account.

Non-governmental entities MUST also provide the following: 1) indicate the year the organization was legally established; 2) attach list of current Board Member names, mailing addresses (other than responding agency's address), occupation/affiliation, e-mail address and phone numbers; 3) if applicable, submit a *current* letter (within last three years) 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; 4) submit a copy of the most recently filed IRS Form 990.

Attach documentation of **Good Standing Status**:

- 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).

F. Evaluation Criteria

The Partnership is not required to contract with the entity receiving the highest average score as a result of the proposal review process. Proposals evaluated with an average score below 70 of a possible 100 points will not be considered. Proposals that do not meet minimum standards will be considered non-responsive. The Partnership reserves the right to contract with any respondent that falls within the acceptable point range.

All proposals will be scored according to the evaluation criteria and rank ordered from highest to lowest score. A recommended funding level will be determined based on a number of factors including overall ranking of proposal rating scores, the availability of funds, the number of applications submitted, geographic factors, reasonable unit cost as determined by The Partnership, the need for the proposed services, and past performance.

Weighting of Evaluation Criteria

Category	Category Total
Experience	25
Program Description	25
Past Performance and Project Support / Partnerships	25
Financial Structure and Cost Effectiveness	25
TOTAL:	**100**

SECTION VIII. 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, CAO/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 IX. 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 X. 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.